

## **ATHLETIC/ACTIVITIES FACILITATOR - ML**

### **Purpose Statement**

The job of Athletic/Activities Facilitator - ML was established for the purpose/s of planning, promoting, managing, and directing a comprehensive athletic/activity/intramural program for middle level students.

This job reports to Principal, High School Athletic/Activities Coordinator, or District Administrative Athletics/Activities Manager

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### **Essential Functions**

- Assists building Principal, HS Athletic/Activities Coordinator, and District Athletic/Activities Manager with formal supervision of extra-curricular support staff/coaches (e.g. recruiting, evaluating, hiring, preparing extra-curricular contracts, terminating, advising, training, etc.) for the purpose of maximizing the efficiency and safety of the work force in alignment with district objectives and state regulations/requirements and ensuring a quality experience for students.
- Collaborates with a variety of internal and external stakeholders (e.g. district-wide staff, state-wide school districts, Wyoming High School Athletic Association (WHSAA), community organizations, local law enforcement, volunteers, parents, students, etc.) for the purpose of coordinating middle level extra-curricular programs, resolving issues, and/or maintaining services and programs.
- Collects and analyzes data (e.g. coaching certification/eligibility requirements, equipment maintenance requirements, evaluation/effectiveness of provided activities, up-to-date trainings, etc.) for the purpose of verifying that legal compliance requirements are met and identifying trends to support district goals and objectives.
- Coordinates a variety of extra-curricular activities at multiple locations (e.g. field trips, practice games, tournaments, building usage/events, music dept. activities, physical set-up and tear-down, related paperwork, equipment, and emergency supplies, etc.) for the purpose of delivering services in conformance with safety guidelines and district objectives.
- Develops and implements a variety of programs and schedules (e.g. tournaments, intramural and district-wide events, building-level activities, etc.) for the purpose of promoting activity-specific skill development and opportunities for all middle level students.
- Develops and maintains a budget (e.g. travel, personnel/volunteers, athletic equipment, medical and general supplies, etc.) for the purpose of monitoring expenditures, ensuring availability of funds, and overseeing cash transactions.
- Maintains a variety of written documents (e.g. injury reports, activity calendars, rosters, programs, extra-curricular contracts, consent forms, code of conduct, student physicals, etc.) for the purpose of providing written reference, conveying information, and/or ensuring compliance with district and state guidelines.
- Maintains up-to-date inventories and supplies (e.g. variety of athletic equipment, uniforms, first aid and other supplies, etc.) for the purpose of ensuring that needed supplies, equipment and uniforms are available and safe for all activities.
- Participates in a variety of meetings, seminars, and workshops (e.g. developing/providing training; mediating conflict resolution; planning, professional development, etc.) for the purpose of conveying and/or gathering information and providing direction as needed.
- Participates in extra-curricular activities/events (e.g. district, regional, and state-wide athletic/academic tournaments, etc.) for the purpose of providing teamwork support to ensure an efficient, successful, and safe event for all participants.
- Responds to inquiries from a variety of internal and external stakeholders (e.g. district staff and administration, NCSA #1 Board of Trustees, coaches, parents, students, WHSAA, state-wide school districts, and media, etc.) for the purpose of providing information and/or direction.
- Schedules activities/events with site and community personnel for the purpose of providing appropriate facilities and required transportation to and from activities under safety and capacity guidelines.
- Supervises personnel and events (e.g. student workers, support staff, volunteers, officials and coaches; facility/equipment logistics, enforcing safety regulations, etc.) for the purpose of maintaining adequate staffing and enhancing productivity of personnel to achieve a safe and successful event.

## **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; adhering to safety practices; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; and knowledge of specific sports rules.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; meeting deadlines and schedules; working with detailed information; adapting to changing work priorities; and working as part of a team.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 25% sitting, 50% walking, and 25% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience** Job related experience with increasing levels of responsibility is desired.

**Education** Targeted job related education that meets organization's prerequisite requirements.

**Equivalency** None Specified

### **Required Testing**

None Specified

### **Certificates & Licenses**

CPR/AED First Aid Certificate within 30 days of hire

### **Continuing Educ. / Training**

None Specified

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Exempt

### **Approval Date**

11/3/2008

### **Salary Grade**

Exempt 62X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_