



**POSITION DESCRIPTION
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Activities/Facilities Assistant	Department: Activities/Facilities	Bargaining Unit:
Immediate Supervisor: Director of Activities/Facilities	Comparable Worth Rank:	FLSA Status: Non-Exempt

Job Summary:

Under the direction of the Athletics/Activities/Facilities Director (AAF), the Activities/Facilities Assistant is responsible for providing administrative support duties for the AAF Director in the areas of student registration for athletics/activities; assisting in the coordination of athletic scheduling and coordination of home and away events; supply ordering; maintaining the department's various websites and communication platforms; handling facility scheduling for all athletic/activity related events, gym and field scheduling; tracking and monitoring custodial time sheets for completion, comp time, overtime, absences, required substitutes, etc.; and other related duties as assigned.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Registers middle school and high school athletes and activities participants. Verifies compliance and eligibility related to MN State High School League by-laws.
 - a) Maintains current rosters for all activities and athletics.
 - b) Maintains a database of all participants and tracks awards and letters.
 - c) Tracks registration payments and processes refunds
 - d) Reviews and confirms student eligibility documents and paperwork and reports registration to coaches/advisors.
- Assists in coordinating all athletic scheduling by:
 - a) Completing home prep including organizing cash boxes, deposits and event programs.
 - b) Confirms events with coaches, opposing schools, game workers and officials.
 - c) Schedules transportation for athletic events, activities and confirms with coaches and transportation company.
 - d) Provides support with end of year banquet preparations in printing letters and awards.
- Updates and maintains all departmental web pages and web sites to communicate accurate scheduling and coaching information, coaching education requirements, and posting of athletic and activity updates on social media sites.
- Assists and provides support to the AAF Director in managing facility functions by communicating and providing information to departmental staff, health and safety support, key distribution and tracking of district staff ID's and building access.
- Schedules facility use for all athletic/activity events. Collaborates and works with coaches, teachers, advisors, youth sports groups, and parents to schedule building use for practices and team/group functions. Updates and maintains a spreadsheet detailing upper and lower gym reservations.

- Performs general recordkeeping and bookkeeping functions for the department to include:
 - a) Tracks and codes athletic and activities billings. Processes all paperwork for reimbursement.
 - b) Orders supplies as requested by coaches and advisors and staff of the department through approved vendors/suppliers.
 - c) Tracks and monitors custodial time sheets, custodial over time, comp time, requests for paid time off, and monitoring of time off/absences.
 - d) Locates and assigns custodial substitutes, as needed.
- Answers questions of parents, staff, public, and district staff regarding daily high school operations, athletics, activities, and facilities use by phone or email. Addresses concerns, provides information or directs callers to appropriate parties, as appropriate.
- Performs other duties of a comparable level or type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
	High school diploma or GED.		
x	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of district administrative and financial operations and procedures covering department activities. • Fundamentals of computer operation and business productivity software including scheduling software/applications; financial/billing systems or procedures; building access and ID badge software. • Fundamentals of customer service, business etiquette and general office and recordkeeping procedures/requirements. • Knowledge of registration processes and procedures of the department. • Knowledge of MN High School League rules concerning eligibility requirements and procedures. • Knowledge of procedures for updating and maintaining web pages and sites.
	2nd year graduate level		
Required Work Experience in Addition to Formal Education/Training: Minimum of 3 years related administrative support and secretarial experience or in a coaching/advisory capacity.			

<p>LICENSE/ CERTIFICATION</p>	<p>Identify licenses/certification required: Requires a MN driver's license or evidence of equivalent mobility.</p>									
<p>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</p>	<p>Skilled in:</p> <ul style="list-style-type: none"> • Customer service, business etiquette, and human relations skills in assisting, screening, handling and dealing with informational requests of both district staff and the public. • Performing general accounting/bookkeeping pertaining to registration payments, tracking and coding athletic billings, gate receipts, etc. • Prioritizing work and office organizational skills. • Establishing and maintaining eligibility, health records, and other activity/athletic department records and files. • Using and applying word processing, customized business applications and productivity software. • Applying judgment, problem-solving and decision making to situations and activities in assigned program areas in accordance with understood district policies and administrative rules. • Coordinating and making arrangements for transportation needs. • Scheduling of facility use for school and community activities and athletic events • Assists in organizing event/activity workers, supervisors and volunteers. • Maintains departmental web pages, and sites including social media. 									
<p>HAZARDOUS WORKING CONDITIONS</p>	<p>Unusual or hazardous working conditions related to performance of duties: Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks.</p>									
<p>PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)</p>										
<p>Amount of Time Spent</p>					<p>Amount of Time Spent</p>					
<p><u>Physical Activities</u></p>	<p>None</p>	<p>1/3 Less</p>	<p>1/3 to 2/3</p>	<p>Over 2/3</p>	<p><u>Lifting/Forcing Exerting</u></p>	<p>None</p>	<p>1/3 Less</p>	<p>1/3 to 2/3</p>	<p>Over 2/3</p>	
<p>Stand</p>			x		<p>Up to 10 lbs</p>		x			
<p>Walk</p>			x		<p>Up to 25 lbs</p>		x			
<p>Sit</p>				x	<p>Up to 50 lbs</p>	x				
<p>Use hands to finger, handle or feel</p>				x	<p>Up to 100 lbs</p>	x				
<p>Reach with hands and arms</p>			x		<p>Over 100 lbs.</p>	x				
<p>Climb or balance</p>	x									
<p>Stoop, kneel, crouch or crawl</p>	x									
<p>Talk or hear</p>				x						
<p>Taste or smell</p>	x									
<p>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</p>										
<p>Physical requirements associated with the position can be best summarized as follows:</p> <p>Light Work: Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.</p>										



SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Prepared 4/2015 by BCC. Updated 5/2015

