



Job Title: Athletic Assistant

Reports to: Athletic Director

Job Summary:

The ***Athletic Assistant*** will be a Christian who assists the Athletic Department by providing administrative support to the athletic director, athletic staff, and coaching staff. This person will also act as a liaison to the faculty, staff, students, parents, alumni, booster club, and the greater TFA community. He or she must be a mature Christian who also agrees with The First Academy philosophies, vision and mission statement. **This is a full-time position requiring the ability to work flexible hours, and attendance at designated athletic events.**

Essential Job Functions:

- Assisting the Athletic Director in tracking and managing all athletic budgets
- Handles incoming telephone calls and forwarding to the appropriate team/person/department
- Takes leadership on FHSAA forms, documents for eligibility, and pre/postseason forms
- Spearhead communication with GOAC (middle school conference)
- Maintaining the athletic department master calendar, specific sports calendars, and working with the TFA master calendar
- Scheduling game event management personnel (gate workers, concessions helpers, OPD officers, porters, etc)
- Assisting the coaching staff with coordinating road trips and transportation needs (busing to away games)
- Manage the overall game confirmation document and details associated
- Providing support to the athletic director and coaching staff during tournament time
- Assisting the Head Athletic Trainer on clearance of athletes
- Scheduling game officials and ensuring they are confirmed weekly
- Confirming that scores are submitted by each program weekly
- Coordinating “early dismissals” and communicate weekly to all divisions
- Assisting the athletic staff on maintaining the athletics pages of the website
- Working with the Asst AD’s to confirm coaching staff and their HR clearance in a timely manner before the season begins
- Working with the Asst AD’s to confirm uniform collection in a timely manner at the end of the season
- Assisting on details for athletic departments major events (Coaches Retreat, Booster BBQ, The City Beautiful Invitational, Hall of Fame, Golf Classic, Tennis and Tea, Athletic Banquet, NLI ceremonies, Parent meetings)
- Assisting the athletic director by keeping written records of meetings when needed
- Assists with scripts for athletic events as well as special recognitions
- Assisting the athletic director with year end surveys to parents and players
- Assisting the athletic director on scheduling meetings with coaches, parents, and others
- Other duties as assigned

Required Qualifications and Experience:

- Evidence a mature personal Christian faith consistent with the First Academy Statement of Faith including being a born again Christian, active Church member, exhibiting a close personal walk with Jesus Christ: modeling an exemplary Biblical lifestyle and evidencing maturity in the understanding of sound Biblical principles
- Feels called by God to serve at The First Academy
- Present a positive image of the school to others and to the community
- A strong knowledge of word processing, typing, filing, and operation of common office equipment
- Possess solid communication skills, both written and verbal, strong organizational skills, ability to finish tasks in a timely manner and effectively partner and collaborate with others
- An ability to work independently on tasks, set priorities, and have a strong attention to detail
- Must be comfortable with using social media to promote TFA Athletics
- Demonstrate strong problem solving and conflict resolution skills, incorporating the appropriate level of diplomacy and tact
- Ability to maintain confidentiality pertaining to school/student matters
- Ability to maintain an appropriate work/life balance
- Minimum Bachelor's degree, required

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Consistent attendance is a job requirement.