



JOB TITLE: Athletics Assistant - Operations

POSITION SUMMARY / JOB GOALS: This Athletics Assistant will assist the Athletic Operations in managing all logistics of athletic events with the emphasis on logistic support, and event setup and breakdown. Most importantly *Game Administrator*, game management, equipment, gear and uniforms. Constant communication with Athletic Operations and AD staff for updates and changes.

PREFERRED QUALIFICATIONS / TRAINING:

- Bachelor's degree from college or university and experience in event management.
- 1-3 years' experience in game or event management.

EXPERIENCE / KNOWLEDGE:

- Strong verbal, written, organizational and interpersonal skills.

ATTRIBUTES:

- Must possess strong communication skills, strong work ethic, and creativity skills.

REPORTS TO / EVALUATED BY: Athletic Director

DIRECT REPORTS:

MAJOR RESPONSIBILITIES AND DUTIES:

- Responsible for the day-to-day operations in managing and providing support in all areas of athletic facilities/operations as well as game day management as directed by the head coach.
- Knowledge of middle and high schools' sports upkeep and maintenance of assigned inventory, supplies, materials and equipment.
- This position demands accuracy, honesty, integrity and the ability to work with the Athletic staff of The Village School.
- Maintain a professional appearance and demeanor at all times.
- Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.
- Must be able to work *evenings, weekends and holidays*, as assigned. Ability to work on your own with little supervision.
- Attend all weekly "event meetings" scheduled through Events Coordinator.

VILLAGE BELIEVES THAT EFFECTIVE EMPLOYEES ARE:

- **Accountable** - Establishes a high performing culture and accepts accountability for organizational performance.
- **Strategic** - Leads opportunity and is committed to continuous improvement aligned with the organizational vision and direction.



THE VILLAGE SCHOOL

A NORD ANGLIA EDUCATION SCHOOL

- **Collaborative** - Works collaboratively with others to achieve organizational outcomes
- **Entrepreneurial** - Creates organizational value for diverse stakeholders and achieves commercial success.
- **Enabling** - Drives excellence through valuing and developing others
- **Agile** - Achieves personal and organizational success within a changing, dynamic and complex environment
- **Resilient** - Demonstrates personal resilience within a demanding environment of high expectations

Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee or Village to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.