



Spotswood High School
Athletic Department
368 Blazer Drive
Penn Laird, VA 22846

Timothy Leach M.Ed
Director of Student Activities
540-421-9707 540-289-3100
tleach@rockingham.k12.va.us
www.spotswoodblazers.org



Looking For Interns & Practicum Students: 10 Minutes from JMU

Position Title: Activities Director Intern/Assistant Athletic Director

GENERAL SCOPE OF RESPONSIBILITY:

The Assistant Athletic Director works in partnership with the Athletic Director to maintain, organize and administer the overall program of interscholastic athletics at the high school level. The Assistant Athletic Director works with those interscholastic head coaches, assistant coaches, junior varsity in the Athletic department as assigned by the Athletic Director. The Assistant Athletic Director shares responsibility for the overall direction, coordination and evaluation of the program Shared Responsibilities include:
Planning, assigning, scheduling, overseeing event workers, addressing complaints and resolving problems, event preparation, event set up, game management and event closure.

RELATIONSHIP WITHIN THE ORGANIZATION:

The Assistant Athletic Director reports to and is supervised by the Athletic Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

The Assistant Athletic Director shall:

- Assist each head coach in compiling and preparing seasonal sport schedules and required paperwork.
- Arrange and monitor supervisory support staff for each home contest in which they are assigned coverage.
- Assist the Athletic Director when there is a need to notify opponents' athletic departments, support supervisors, police, newspapers, appropriate coaches and officials of postponements and reschedules using established protocol.
- Assist the athletic director in the scheduling of practice times and facilities.
- Assist with home game logistics including coordination with custodial staff, arrangements for officials, provision of ticket sellers and other supervisory staff, and handling of game receipts and balance sheets for contests.
- Coordinate with the Athletic Director the purchasing, inventorying, storage, and maintenance of all athletic equipment, uniforms and materials.
- Assist the Athletic Director with preparation of the annual athletic budget by keeping accurate accounting records of all athletic expenditures.
- Follow all VHSL, Region, Conference and District rules and regulations.
- Assist with and participate in sports awards nights and pre-season parent and coaches meetings.
- Assist in the orientation and in service training of coaching personnel.
- Foster good school-parent relations by maintaining communications relative to rules and regulations on athletics.
- Establish and enforce the physical, academic and training requirements of eligibility for participation. Verifies scholastic eligibility.





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SUPERVISORY RESPONSIBILITIES:

The Assistant Athletic Director carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

***QUALIFIED Applicants** that will be considered to perform this job should be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities that are preferred.*

- Sports Participation Experience, Coaching experience, or related sports administration experience.
- Prior experience in an organization and administration of athletic programs.
- Program management skills substantiated by training and/or work experience.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Comprehensive knowledge of interscholastic athletic program regulations.
- Available to work irregular hours and/or a non-traditional schedule.

CONTACT INFORMATION

Spotswood High School Director Of Student Activities Timothy Leach M.Ed

Email: tleach@rockingham.k12.va.us

Work phone: 540-289-3100

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