



Immanuel Schools

The Difference Is Life Changing

Assistant to Director of Athletics

**Application Procedure
for Qualified Applicants:**

**Submit the following:
Classified Application
Letter of Introduction and Resume
Three (3) Letters of Reference**

Contact Person:

**Immanuel Department
1128 S. Reed Ave. Reedley, CA 93654
(E) hr@immanuelschools.com**

Employment Type:

Full-time

Compensation:

**Placement on the Management Wage Scale as
determined by education and experience
\$52,080 - \$60,000**

Tuition Discount for children

Benefits offered:

***Health, Dental, Vision, Life and 403b
Retirement, 403b Employer Matching***

Deadline to apply:

Until filled

Assignment begins:

July 1, 2023



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JOB DESCRIPTION: Assistant to Director of Athletics

Responsibilities:

- Assist in developing and responsible for maintaining Athletics, Facilities and Sports Complex calendars
- Maintain Director of Athletics calendar, schedule meetings and appointments as needed
- Manage phone and foot traffic in the Athletics Office - first point of contact before the Director of Athletics
- Coordinate transportation for athletic events
- Assist with planning/preparations for athletic events
- Maintain / Organize Athletics paperwork as it comes into the office
- Process purchase orders and maintain Athletic Department budget data
- Keep athletics schedule/ website schedule and email blasts up to date
- Keep in constant communication with coaches regarding schedules, transportation, changes, paychecks)
- Keep athletics pictures around the campus up to date
- Prepare and submit cash box requests for home games and athletic events; bring cash boxes to games
- Create gate worker schedules for home games (coordinate with HS principal) and send to staff to sign up
- Manage athletic sponsorships
- Coordinate with HS Activities Director regarding pep rallies
- Create the weekly athletic contests report for the following week and email to appropriate administrators, directors, and support staff
- Other duties as needed and assigned by the Director of Athletics

Knowledge of and experience in:

- Knowledge of sponsor management and cultivation systems
- Experience coordinating large scale events
- Experience working within a specific budget
- Experience working with Google Suite and Microsoft Office Suite
- Knowledge and understanding of the culture of a school setting

Ability to:

- Communicate clearly and concisely, verbally and in writing
- Demonstrate creativity and initiative, and exercise independent judgment
- Build and maintain relationships with the Immanuel athletic community and the community at large
- Be an Immanuel team member
- Manage a variety of tasks concurrently
- Build and maintain relationships with the staff, parents, athletes, coaches and sponsors
- Work collaboratively with all constituent groups, including staff, board members, volunteers, donors, program participants, and other supporters
- Work independently and exercise effective time management