



MIDDLE SCHOOL STUDENT ACTIVITIES COORDINATOR

GENERAL RESPONSIBILITIES

Responsible for the overall co-curricular program at the school, including but not limited to athletic, non-athletic, and intramural activities. Provide resources to the organizations and coordinates their activities to ensure that a well-rounded program is offered to the student body.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Manage all supplemental positions including the distribution and collection of contracts and supervision of all coaches/advisers.
- Prepare and certify all interscholastic eligibility.
- Prepare and disseminate coaches' handbooks and provide coaching orientation by seasons and/or annually.
- Staff and manage the operation of all home Virginia Beach Middle School League activities.
- Submit paperwork for athletic events including: score submissions, payment of support personnel, police, and officials, gate receipts, ticket inventory and control sheets, interscholastic inventory, quarterly reports, and budget(s).
- Secure transportation for all school activities and prepare necessary paperwork.
- Coordinate ground services for field preparations.
- Administer/implement preseason interscholastic meetings with athletes and parents.
- Schedule and maintain athletic physical documents/records.
- Order and maintain an inventory for uniforms, medical supplies, and equipment for all interscholastic activities.
- Serve as a chairperson of a Virginia Beach Middle School League interscholastic activity.
- Maintain correspondence with students, faculty/staff, parents and community.
- Organize and implement recognition programs and assemblies for the student body and faculty/staff.
- Maintain records and files for all organizations sanctioned by the school; conduct reviews and evaluations on a periodic basis.
- Supervise election/selection process for the Student Cooperative Association and the National Junior Honor Society.
- Serve as a liaison for the Parent Teacher Association (PTA).
- Coordinate logistical aspects of faculty/staff meetings and/or planned events by school administration.
- Maintain master event calendar for in-school and community use.

- Coordinate student events including but not limited to: dances, fundraisers, concessions, yearbook ordering and distribution, pictures, etc.
- Develop student handbook/planners.
- Organize, implement, and distributing pictures for classes, clubs, athletics, music, faculty and teacher of the year.
- Assist in the processing of all contracts between student organizations and organizations outside the school.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to serve as a liaison between various clubs and teams in the school and community, parents, school system administrators, vendors, media, and other special interests groups; ability to develop and facilitate a co-curricular program that supports student achievement and the Standards of Learning; ability to multitask while coordinating several activities simultaneously; possess strong leadership characteristics and skills; proficient in computer and software applications.

EDUCATION AND EXPERIENCE

Bachelor’s Degree and experience as a coach and/or adviser.
A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to lift up 50lbs.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver’s license.

FLSA status: Exempt	Description: Rev. 5/05
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