



OREGON
CUSD220

Academics | Activities | Service | Leadership

DISTRICT ATHLETICS/ACTIVITIES SECRETARY
JOB DESCRIPTION

JOB TITLE: District Activities Secretary

DATE: 2023-24 School year

REPORTS TO: District Activities Director

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATIONS:

- Must possess the ability to work well with and communicate amongst the students, staff, parents, and community.
- Exhibit the ability to hold students accountable for their behavior in a firm, but respectful manner.
- Must be dependable, highly organized, and demonstrate a strong work ethic.
- Maintain confidentiality in regard to student, personnel, and other secured matters.
- Demonstrate proficiency in Microsoft Office, which would include, but not limited to, Word, Excel, Outlook, and PowerPoint. Must also have a strong background in QuickBooks, Adobe and Print Artist.
- Demonstrate capability for, website management, as well as other computer programs as directed.
- Exemplify strong customer service skills to ensure students, staff, parents and community are up to date with athletic/activity schedules, changes, and guidelines.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Acquire an understanding of the structure, operation, and function of the department, grounds, and activities.
- Assist with the coordination of coaches, parents, and other meetings and/or training programs
- Assist in maintaining and coordinating information on the athletic/activity website and/or social media links for the department.
- Provide information pertaining to procedures and policies when requested and refer questions to the appropriate personnel.
- Review and maintain communication with the public through, but not limited to:
 - Publications to the local media for upcoming events or results from events.
 - Announcements for the high school regarding events results and scheduled meetings.
 - Promotion of athletes with postings on website, in buildings, and with media.
 - Work with parent/community groups as needed.

Mission: Educate students to be lifelong learners who are productive, responsible citizens.



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- Prepare programs/rosters for scheduled events.
 - Communicate with other participating schools for event schedules.
 - Update website and communicate information on cancellations, changes to events, and notice of special events.
 - Update staff on changes in schedules that may affect dismissal times, rosters, etc.
- Maintain students records in regard to athletic/activity participation, which would include:
 - Maintain student activity database for all required forms for all athletes (physicals, consent, concussion, fees, etc.)
 - Maintain athletic team rosters
 - Maintain student eligibility reports.
 - Provide assistance at registration in regard to activity participation, drug screenings and physicals.
- Maintain, balance, and provide monthly reports on the Athletic, Letterman, Activity, & Vendor Accounts.
- Provide cash boxes for tickets sales at events, and deposit funds for student participation, admissions, concessions, and other appropriate monies.
- Provide assistance with fund raisers and record keeping for the department.
- Provide and maintain concession stand inventory
- Maintain physical education uniform inventory and account
- Provide Activity passes to staff at the beginning of the school year and sell passes to students and public.
- Perform general office tasks, that include, but are not limited to:
 - Maintain vendor files
 - Provide assistance to Athletic Director as needed for special events.
 - Provide assistance to Athletic Director with athletic drug testing
 - Provide assistance to Athletic Director with purchase orders, including awards, medals, supplies, and equipment
 - Order and maintain office supplies.
 - Distribute mail to coaches.
 - Order/create/ prepare end of season awards for athletic teams (certificates, plaques, etc.)
 - Prepare letters, reports, and memo as needed within the department.
 - Answer phones.
 - Assist with picture day for coaches, administration, and senior athletes.
 - Keep all files up to date and complete archiving of files as needed per record retention requirements.
 - Upkeep and maintenance of office machines as needed, which would include postage machine
 - Maintain accounts for credit cards in the department.
 - Follow appropriate office procedures as per the Activity department, building staff manuals, and school district policy.
- Perform other duties as assigned by the Athletic Director.

TERMS OF EMPLOYMENT: This position is contracted for 220 days, for 8 hours daily per contract.

SALARY: Salary per contract.

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