

# Red Wing Public Schools Position Description

## Activities Director

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### General Information

Department:	Building Administration and Support
Unit:	Program Supervisors
Immediate Supervisor:	High School Principal
Grade Placement:	23
FLSA Status:	Exempt

### Position Summary

The Activities Director is responsible for managing, planning and supervising co-curricular and extra-curricular programs for all middle school and high school activity programs. Duties include organizing and supervising district extra-curricular activities practices, contests and tournaments; establishing the activities calendar; directing, supervising and overseeing activities staff and operations; preparing, recommending and monitoring the activities budget(s); providing direction and support for fundraising opportunities and dealing with public relations aspects of the activities program.

### Essential Duties and Responsibilities

1.	Administers all interscholastic policies and procedures within the established rules and by-laws of the MN State High School League.
2.	Supervises, evaluates and coordinates the activities of all activities staff including coaches, advisors, secretaries and contest personnel. <ul style="list-style-type: none"> <li>a) Conducts evaluations of coaches, advisors and secretaries.</li> <li>b) Determines employee renewal and/or improvement plans.</li> <li>c) Chairs coaches meetings.</li> <li>d) Recruits, interviews and recommends the hiring of head coaches, advisors and staff.</li> </ul>
3.	Organizes, plans and supervises all activities, practices, events, and tournaments for activities for the middle school and high school. <ul style="list-style-type: none"> <li>a) Makes arrangements for facilities, transportation needs, event supervision, and/or maintenance/set up needs for events/activities, lodging, meals, etc., as required.</li> <li>e) Contracts with and hires event officials and judges for all activities.</li> <li>f) Coordinates activities banquets.</li> <li>g) Provides instruction and interpretation of rules and procedures.</li> <li>h) Mediates and/or intervenes in coach/advisor, parent and student problems, as necessary. Resolves conflicts within the department.</li> <li>i) Coordinates events and activities assuring MN State High School League rules, policies and guidelines are followed. Oversees and monitors student academic eligibility.</li> <li>j) Assists in the supervision of students during the school day and at/after school events.</li> </ul>

4.	<p>Prepares, submits, recommends and defends the proposed activities budget.</p> <ul style="list-style-type: none"> <li>a) Monitors and authorizes purchases for equipment, supplies, official fees and purchases requested of coaches and activities advisors.</li> <li>b) Evaluates activities programs and collaborates and works with administration in dealing with fiscal matters (e.g. facility improvements, addition/deletion of programs, etc.).</li> </ul>
5.	<p>Develops and coordinates public relation, public information and fundraising activities.</p> <ul style="list-style-type: none"> <li>a) Coordinates the selling of advertisements for activities programs and events.</li> <li>b) Oversees fundraising activities and functions.</li> <li>c) Organizes and coordinates the printing of activities calendar, contest rosters and information materials for activities and parents.</li> <li>d) Collaborates with coaches and advisors in promoting and communicating media information related to their programs.</li> <li>e) Reports scores to the media and special events.</li> </ul>
6.	<p>Attends and participates in a variety of community meetings, regional and state conferences, other meetings and/or committees to promote the district's activities program and keep informed of developments and trends impacting activities programs and plans.</p>
7.	<p>Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).</p>

### **Required Education, Training, and Work Experience**

- Required Education / Training: 4 years of college
- Degree Information: Bachelor's Degree
- Major Field of Study or Degree Emphasis: Physical education, sports administration, coaching, or related field
- Required Work Experience: Minimum of 3 years of coaching and/or advising experience in extracurricular activities
- Licenses / Certifications Required: Valid driver's license in Minnesota

## **Essential Knowledge Required to Perform the Essential Functions of the Position**

- Teaching principles, practices, techniques and approaches.
- Minnesota State High School League (MSHSL) eligibility rules, rules and policies. School policies and academic eligibility requirements.
- Local and state rules, regulations or laws pertinent to athletics, safety/health, and events.
- District procedures and policies governing procurement, student discipline, risk management, and contracting procedures for outside personnel.
- Management theories, principles and techniques.
- Coaching principles, fundamentals, and best practices.
- Athletic administration principles, practices and procedures.

## **Essential Skills Required to Perform the Work**

- Supervising, delegating and monitoring the performance and activities of coaches and activity advisors.
- Organizing and scheduling of athletic, activities, and event personnel.
- Monitoring and formulating procedures to assure all co-curricular events and programs meet state and federal laws, rules and requirements.
- Conducting public relation and fundraising activities including promotion of programs, meeting with citizens, resolving conflicts and in making presentations.
- Planning, monitoring and implementing program budgets.
- Developing and implement athletic and activity programs consistent with the philosophy of the district and to assure a proper balance between athletic and co-curricular needs of all students and the community.
- Administering programs consistent with the rules and by-laws of the Minnesota State High School League (MSHSL).
- Developing, motivating, and fostering collaborative relationships both inside and outside the organization.
- Dealing effectively and appropriately with parents, students, staff, administrators, community groups, and coaching personnel.
- Resolving conflicts

## Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
<b>Physical Activities</b>				
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feel		X		
Reach with hands arms		X		
Climb or balance	X			
Stoop, kneel, crouch or crawl	X			
Talk or hear				X
Taste or smell	X			
<b>Lifting / Forcing Exerted</b>				
Up to 10 pounds			X	
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed to disagreeable conditions involving human/student/parental contact. Duties also involve working irregular or evening hours due to events, contests or other functions.

## Classification History and Approval

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