

Red Wing Public Schools Position Description

Activities Secretary

General Information

Department:	Building Administration and Support
Unit:	RW Education Support Personnel Association
Immediate Supervisor:	Activities Director
Grade Placement:	10
FLSA Status:	Non-Exempt

Position Summary

The Activities Director Secretary is responsible for providing a variety of clerical and secretarial support functions within the Activities Department to include such responsibilities and tasks as assisting the Director and coaching staff in coordinating transportation needs for events; scheduling facilities for practices and events; maintaining and updating department records; registering and collecting fees and forms for participants; preparing cash boxes for events, hiring of event workers; preparing deposits of fees and gate receipts; assists in coordinating student awards; and making arrangements for various activity banquets.

Essential Duties and Responsibilities

1.	<p>Provides customer service, receptionist and general office support duties for the Activities Director.</p> <ul style="list-style-type: none"> a) Greets and provides information to visitors, parents, students and staff regarding their general questions and directs persons to appropriate parties, as necessary. b) Monitors and updates student eligibility files (e.g. physicals, permits, suspensions and transfers). c) Types rosters for schools. d) Creates program for activities and events. e) Notifies coaches/advisors concerning student eligibility and related issues. f) Updates student records for participation in activities for student transcripts g) Performs general office duties such as preparing correspondence, answering phones, maintaining files and records. h) Answers and relays phone calls to appropriate staff and/or takes messages.
2.	<p>Makes arrangements for athletic events and activities and completes general bookkeeping for the department.</p> <ul style="list-style-type: none"> a) Locates and hires game workers and officials. Prepares vouchers for game workers and officials. b) Prepares and assembles cash boxes for all events. c) Prepares deposits for all game receipts, fees, fundraisers, etc. d) Prepares transportation forms/reports for all extra-curricular activities and athletic events. e) Orders awards, supplies and equipment required by the Activities Department. f) Prepares letters and participation certificates, academic and honorable mention certificates for end of season banquets and senior awards. g) Maintains, tracks and updates department expenditures and budgets.

3.	Maintains, registers and collects fees and forms for all students participating in activities/athletic programs.
4.	Assists the Activities Director in scheduling for all activities/athletic programs and the scheduling of facilities for games and team practices.
5.	Provides for and communicates all high school activity/athletic program information, dates, times, game schedules, practices, and transportation schedules to students, staff, parents and the community.
6.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

Required Education, Training, and Work Experience

Required Education / Training: High school diploma or GED

Degree Information: Not applicable

Major Field of Study or Degree Emphasis: Not applicable

Required Work Experience: Minimum of 1 year of previous secretarial or clerical experience

Licenses / Certifications Required: None

Essential Knowledge Required to Perform the Essential Functions of the Position

- District administrative policies and procedures such as. purchasing, handling fees/receipts, as payment of officials.
- Fundamentals of computer operation and business productivity software including scheduling software/applications relevant to the district.
- Basic fundamentals of bookkeeping in accounting for fees, receipts and tracking budgetary expenditures.
- Fundamentals of customer service, business etiquette and general office and recordkeeping procedures/requirements.
- Registration processes and procedures of the department.
- Minnesota High School League rules concerning eligibility requirements, recordkeeping requirements, and procedures.
- General record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or data filing systems.

Essential Skills Required to Perform the Work

- Customer service, business etiquette, and human relation skills in assisting, screening, handling and dealing with informational requests of district staff, students, coaches, advisors, parents, and the public.
- Performing general accounting/bookkeeping pertaining to student fees and collection of revenues, payment of game officials, etc.
- Prioritizing work and office organizational skills.
- Establishing and maintaining eligibility, health records, and other department records and files.
- Using and applying customized business applications and office productivity software.
- Applying judgment, problem-solving and decision making to situations and activities in assigned program areas in accordance with understood district policies and administrative rules.
- Coordinating and making arrangements for transportation needs.
- Organizing and staffing event/activity workers, supervisors and officials.
- Maintaining and updating activities files and records.

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 constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
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			
Lifting / Forcing Exerted				
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 an administrative/office/school setting where there are minimal environmental hazards and risks associated with performing the work.

Classification History and Approval

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