

Grace Christian School

Athletic and Secondary Administrative Assistant Position Description

Position Overview:

The Athletic & Secondary Administrative Assistant supports the Athletic Director and the Principal by managing key logistical and operational aspects of the athletic and secondary extracurricular programs at Grace Christian School. This role oversees ordering for athletics, junior high and high school activities, ensuring smooth day-to-day operations and fostering student engagement.

Personal Qualifications:

- Be deeply committed to a consistent daily walk with Jesus Christ
- Spend time daily in personal devotions and prayer
- Show in his/her life the joy of the Christian life
- Follow the Matthew 18 principle and possess the ability to work gracefully with student athletes, coaches, faculty, parents and administration.
- Demonstrate the ability to accept and carry out assigned responsibilities and make competent professional decisions.
- Have experience or educational training in the area of athletics, administration and or athletic administration

Key Responsibilities:

- Assist with scheduling and coordination of athletic and extracurricular activities to include reserving shuttles and buses for travel as well as hotel reservations.
- Work with the Athletic Director on timely submission of receipts, credit card charges, and Facts Account charges.
- Handle ordering and inventory for athletic programs and school activities.
- Support game-day and tournament operations, including setup, concessions, and volunteer coordination.
- Oversee hospitality for tournaments including setup, cleanup, and volunteer coordination
- Manage budgeting and financial tracking for athletics and extracurricular activities (i.e, JH and HS Student Council, Drama)
- Help with Fall Retreat
- Arrange for Substitute teachers for secondary.
- Assist with Graduation to include ordering Senior Bibles and diplomas.
- Assist Student Council with Homecoming elections as well as coronation.
- Produce weekly memo and email out.