

**JOB DESCRIPTION**

**TITLE: Assistant to the Athletic Director**

**REPORTS TO: Athletic Director**

**STATUS: Full Time**

**DEFINITION OF POSITION AND RESPONSIBILITIES:**

The Assistant to the Athletic Director will answer to the AD and will serve in an administrative capacity in order to assist the AD. This person will also act as a bridge between the AD and the parents of athletes at Legacy.  The assistant may complete such tasks as scheduling, communicating, ordering of uniforms, travel arrangements, etc.

**Responsibilities/Tasks:**

The following areas of responsibility are delegated to the Assistant to the Athletic Director by the Athletic Director:

* Communication with parents, Booster Club members, staff, athletes, Legacy coaches, referees, and coaches from the opposing team
* The organization of volunteers to help set up equipment, booths, fields, or courts as needed.
* Arrangement of travel and food for athletes
* Assistance with budgeting, planning, and review of expenses/invoices
* Partnering with members of the business office to help keep track of accounting of purchases
* Collect and check prepared expense reports from coaches to streamline approval
* Insure Coaches have all TAPPS certifications fulfilled and that proper credentials are in place according to TAPPS rules
* Establish a system to track physicals and concussion tests
* Insure medical records are current for all students to prevent liability to Legacy.
* Organize and ensure proper ordering, maintenance, and storage of equipment.  I
* Insure compliance is followed for athletic events and complaints are answered when the coach/AD cannot be in attendance.
* Assist in creating schedules, working with opposing teams, and coordinating facilities and travel.
* Record and enter all games into the tracking system in accordance with TAPPS protocol.
* Work with the AD to establish fundraisers that will maximize donations and help facilitate the fundraisers
* Any other agreed upon duties that will assist the Athletic Director and the coaches under his/her care