

WALL HIGH SCHOOL ATHLETIC DEPARTMENT

TITLE: **ACTIVITIES COORDINATOR – INTERMEDIATE SCHOOL**

REPORTS TO: Principal and Athletic Director

QUALIFICATIONS: 1. Hold a permanent New Jersey teacher certificate
 2. Experience as a coach in one or more sports
 3. Have a thorough knowledge of NJSIAA rules and regulations

JOB GOAL: To provide students an opportunity to participate in an extra-curricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of the sport and the principles of fair play.

PERFORMANCE RESPONSIBILITIES:

1. Assists the Principal/Athletic Director in organizing and administering the overall program of extracurricular athletics, both intramural and interscholastic.
2. Provide input in the selection and assignment of coaches.
3. Fosters good school/community relations by keeping the community aware of and responsive to the athletic program.
4. Hires officials as required and assumes general responsibility for the proper supervision of all home games
5. Arranges the details of visiting team's needs.
6. Arranges transportation for athletic contest participants
7. Assists the Athletic Director in the preparation and organization of Intermediate athletic budget.
8. Checks supplies, equipment, and uniforms for all athletic programs with each head coach.
9. Keeps athletic equipment inventory of athletic equipment.
10. Keeps athletic financial records at paid home events.
11. Places into operation appropriate rules and regulations governing the conduct of athletic activities.
12. Shares the physical and academic requirements of eligibility for participation in each sport.
13. In cooperation with each head coach, checks supplies, equipment and uniforms for all athletic programs with head coaches
14. Performs other related duties as delegated by the Principal/Athletic Director

TERMS OF EMPLOYMENT: As per Wall Township Education Association negotiated contract

APPROVED: March 10, 2004