

DIRECTOR OF ACTIVITIES

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Responsible for planning, administering, and supervising school related programs and activities.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plan, administer, and supervise school programs and activities;
- Develop and prepare athletic/activity budgets;
- Oversee the athletic/academic activities budget, approve all expenditures, follow school procedures for ordering and determine allocations for the program;
- Formulate schedules for all activities sponsored by assigned school;
- Manage activities related to hosting a school activity;
- Coordinate facility use among sports teams, school activities, and community activities;
- Establish practice schedule for each activity;
- Arrange transportation for away events;
- Other duties as assigned by school administration.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Virginia High School League and school policies and procedures dealing with student athletics and activities; ability to organize and manage a comprehensive athletic program; excellent oral and written communications and human relations skills is a must.

EDUCATION AND EXPERIENCE:

Bachelor's degree required; master's degree in supervision and administration from an accredited college or university is preferred; must have three years of teaching experience; experience as a coach or assistant coach preferred.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.