



Plymouth Christian Academy

Athletics Administrative Assistant (Part-time)

Personal Qualifications:

Plymouth Christian Academy is seeking a part-time **Athletics Administrative Assistant**. The qualified individual is expected to demonstrate patience, humility, integrity, and kindness while performing his or her daily duties.

In faithful living, you are expected to:

1. Be committed to a consistent, daily walk with Jesus Christ.
2. Believe that the Bible is God's word, standard for faith and daily living.
3. Model Biblical principles in attitude, speech, and actions toward others. (Luke 6:40)
4. Be Actively involved and faithful to a local church which has a Statement of Faith in agreement with the school's Statement of Faith.
5. Agree with the school's Statement of Faith and Christian philosophy of education.
6. Have the spiritual maturity and personal leadership qualities to nurture children.

Position Summary:

The Athletics Administrative Assistant provides clerical and administrative support to the Athletic Director and coaching staff. This position also has the responsibility to ensure the Athletic Department operates daily in a consistent, organized manner. The Administrative Assistant also interacts with students, parents, administrators, teachers and maintains Athlete records along with manages the Athletic calendars.

Qualifications:

- A High School Diploma or GED Equivalent is required.
- Must have a minimum of 2 years' administrative, office Assistant experience.
- Excellent interpersonal skills interacting with children, parents, and colleagues.
- Spiritual gifts of teaching, discernment, administration, leadership, service, and exhortation.
- Strong computer skills are required.
- Excellent written and verbal communication skills.
- Strong organizational skills.
- Continuing professional development.
- Flexibility and dependability.

**Job Responsibilities:**

- Establish and maintain communication with parents and coaches as specified by administrative policy.
- Read and Respond to Plymouth Christian Academy email/staff communications throughout the day, to remain informed.
- Maintain accessibility for athlete questions or concerns.
- Event management experience is preferred.
- Establish and maintain accurate records on each student athlete.
- Maintain Athletic Rosters and MHSAA Athletics roster.
- Oversight of Transportation maintenance logs and scheduling of buses.
- Facilitate payment for officials.
- All other duties assigned by the Athletic Director and school Superintendent.

***Subject to modification since this is a fractional position**

Note: School policy requires that each successful applicant be free of past serious legal infractions as determined through criminal records check with local, state, and federal law enforcement agencies.