

Job Description

Admin Assistant

DESCRIPTION

This position is responsible for managing daily emails and assisting the Executive League Director with administrative & office work.

RESPONSIBILITIES

- Manage the main email account:
 - Preview, edit and send weekly emails to be distributed to families
 - Forward incoming emails to coaches and coordinators & Director
 - File emails
 - Request Dates & Times at locations
 - Practices
 - Games
 - Parent/Athlete Meeting
 - End of Season Banquet
- Find and coordinate schedule for officials
- Write up payment requests for facilities, officials, and coaches
- Submit payment requests to Treasure
- Request interviews with coaches to HR

SUPERVISION

Reports to Executive League Director

OTHER FUNCTION STATEMENT

Essential and other important responsibilities and duties may include but are not limited to the following:

- Attend Games, Practices, Try-outs, Meetings, and Banquet
- Print and set up Score Sheets on score tables on Intramural VB Game day

QUALIFICATIONS NEEDED

- Good organizational skills
- Good communication skills
- Knowledge of the sport they are coordinating
- Able to manage people
- Time Commitment - (110 hours per season) (5 weeks of pre-season work about 1-2 hours a week)(10 weeks of season 9-10 hours a week during season)