



## GRANT COUNTY SCHOOLS

204 Jefferson Avenue  
Petersburg, WV 26847  
304-257-1011/FAX 304-257-2453

---

### **JOB DESCRIPTION: Athletic Coordinator**

**Supervisor:** Principal/Athletic Director

#### **Qualifications:**

- WV Professional Teaching Certificate AND/OR
- WVSSAC Certification as required under WV State BOE Policy 5202
- Regular Professional Grant County Employees Preferred
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

#### **Duties/Responsibilities:**

- Arrive 1-2 hours prior to start of game.
- Get money box from the A.D. or secretary before school is out.
- Check dressing rooms before teams arrive. Ensure they are clean.
- Set up score table and chairs for winter activities.
- Set up ticket seller tables/chairs
- Have all appropriate items ready for games, e.g. clock.
- Assist in parking of buses
- Meet and escort visiting teams to the appropriate dressing rooms.
- Escort officials to the proper dressing rooms. Provide drinks at halftime and extend hospitality at the end of the game...drinks, hot dogs, popcorn.
- Provide officials with required paperwork to fill out and place back in money box.
- Make sure all announcements are made, national anthem is arranged, and fire exits are identified before start of game.
- Escort officials to the dressing rooms immediately after a game.
- Circulate and supervise area during game.
- Supervise crowd
- Put away items after game, turn off lights, and ensure any/all doors are locked.
- Provide medical assistance as needed: Get ice, call EMS, etc.
- All other duties/responsibilities as determined by principal and/or athletic director.