



Job Title:	Athletic Department Assistant
Department:	Athletics
Supervisor:	Athletic Director (Assistant AD)
Job Type:	Full-time, 10-month (occasional evenings/weekends required for events) [Limited Agreement: 2026/2027 school year; renewal will be as needed only]
Employment Classification:	Non-Exempt
Salary Range:	\$16 - \$19 per hour
Supervisory Role:	No

Job Summary

The Athletic Department Assistant provides operational, facility, and administrative support for the DCS athletic programs, including game day preparation, facility scheduling and setup, transportation coordination, equipment and supply organization, and communication with coaches, staff, and outside groups. This position requires strong organizational and communication skills, attention to detail, basic technical proficiency, physical readiness to assist with facility needs, and the ability to manage multiple priorities in a fast-paced athletic environment. The role carries responsibility for helping ensure athletic facilities, equipment, technology, and event logistics are prepared, maintained, and coordinated in a safe, timely, and professional manner.

Essential Job Functions

- Game Day Set-up and Communication with Coaches on any game day facility needs for all 35+ DC sport teams.
 - Scoreboards, rosters, locker room preparation, facility preparation
- Facilitating busing needs for all teams.
- Facility Scheduling
 - Work with the Asst. AD on scheduling facilities for outside teams, club rentals, and special events.
- Keys – Issuing keys and fobs as needed. Making sure correct keys are given, working, and assigned to the appropriate staff, and returned when coach or staff leave job.
- Maintain gator & golf carts (Fuel, maintenance, set-up).
- Facility Set-up and Management
 - Daily walks of all athletic facilities to assess issues or foresee potential issues

- Stadium Field prep, WC locker room setup, court and bleachers prepped for fans. Same for MAC and practice loft space in MAC
- Prepping baseball and softball fields for practices, games, events, drying tennis courts, repairing or reporting damages/issues to any and all athletic facilities.
- Coordinating and managing a cleaning crew schedule for the WC, Weight Room & MAC, football stadium.
- Scheduling yearly routine maintenance on all facilities such as bleachers, hoops, scoreboards, sound system, refinishing gym floors, cleaning/conditioning the turf field, ordering and managing port o potties for all outside DC sports facilities, etc.
- Supplies for facilities (baseball supplies, gym supplies), organizing and maintaining a clean and detailed storage room for the MAC and WC.
- Managing and scheduling grass fields maintenance including mowing, setting up nets and lining fields for DC Cru game days and MS football game days as well as any irrigation management, rock removal, etc.
- Scheduling Doors, lights & HVAC for practices, games and athletic events for all facilities as well as set-up for team events such as team dinners, media and IT needs team film sessions, etc.
- Working with the AD and Asst. AD to order supplies for facilities at the start of each season, including team specific needs.
- Work closely with the building facility manager to ensure all athletic facilities are properly maintained and notified and planned for upgrades or fixes prior to them becoming an issue.
- Answering phones and emails related to athletic facility management.
- Must be tech savvy for all IT needs for athletic department. (Scoreboards, iPads, Sound system).
- Maintain organized athletic storage room for equipment and uniform storage.
- Heavy Lifting as needed.
- Other duties as assigned.

Core Competencies

- **Adaptability & Accountability:** Adapts to changes in the work environment, manages competing demands, open to criticism and feedback, changes approach or method to best fit the situation, and takes responsibility for own actions.
- **Communication:** Ability to communicate clearly and effectively and take direction from supervisors. Expresses ideas and thoughts both verbally and in written form, exhibits good listening skills and comprehension, responds well to questions, and writes clearly and informatively.
- **Attendance & Punctuality:** Schedules time off in advance, begins working on time, keeps absences within guidelines, ensures work responsibilities are covered when absent, and arrives at meetings and appointments on time.

- **Organization:** Maintains clean, functional workspace, continuous workflow to meet daily/weekly/monthly deadlines.

Other Duties

- Attend staff, departmental, and other required meetings and trainings.
- Other duties as assigned.

Qualifications, Experience, and Education

- High School diploma.
- Excellent organizational skills and attention to detail.
- Ability to operate in a fast-paced environment.
- Ability to build positive relationships with families and communicate with warmth and professionalism.

Qualities and Traits

- Service Orientation, ability to actively look for ways to help people.
- Problem Solver, ability to identify problems and offer options to implement solutions.
- Good communicator.
- Demonstrate a growing, authentic relationship with Jesus Christ.
- Model Christ-like character in speech, attitude, and actions in interactions with students, families, and colleagues.

Working Environment and Physical Requirements

- Ability to stand, sit, walk, and climb stairs at various times for various lengths of time.
- Ability to occasionally lift up to 40 pounds.
- Ability to physically respond to emergency situations (fire, tornado, student protection from intruder, etc.).
- Potential for exposure to bloodborne pathogens and communicable diseases.
- Exposed to all weather conditions.

This job description is designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements to clarify the general nature and scope of the stated role as part of the overall organization. The job description does not list all the tasks they might be expected to perform. It does not limit the right of the employer/supervisor to assign additional tasks or otherwise modify duties to be performed.

Acknowledgment

I, _____ (*Print Name*) understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the Dayton Christian School reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.

Employee Signature

Date

Supervisor Signature

Date