

**JOB DESCRIPTION**  
**ACTIVITIES DIRECTOR**  
**SCHOOL DISTRICT OF PITTSVILLE**

The Activities Director is a salaried position with duties as follows including ensuring that the district is following standards set by the W.I.A.A. and the National Federation:

**1. Officials**

- A. Hire officials (high school and junior high) for events where officials are not contracted by the conference commissioner.
- B. Submit appropriate payment requests to the office to assure vendors and officials are paid in a timely manner.

**2. Transportation**

- A. Arrange transportation for all athletic events and assist with arranging transportation for other extracurricular events as needed.
- B. Inform building principals of practice schedules and changes.
- C. Inform buildings and grounds director of practice schedules, changes, and events scheduled at the school.

**3. Budgeting**

- A. Assist coaches in completing the budget request and requisition process and approve athletic budget requests and requisitions as necessary.
- B. Assist coaches in verifying ordered supplies have been received and inform the business office so that payments may be issued.
- C. Assist the business office in developing all necessary contracts.
- D. Prepare an annual budget for the athletic department, which shall include costs of athletic supplies, officials, medical supplies, dues and entry fees, and personal services.
- E. Work with the business office and follow all Board of Education financial policies.

**4. Scheduling**

- A. Schedule all contests for sports which have not been scheduled by the Central Wisconsin Conference (CWC) for both high school and junior high.
- B. Work with the administration in determining the number of contests each sport should be allowed.
- C. Work closely with coaches and administration (Director of Buildings and Grounds) when scheduling or rescheduling events.
- D. Schedule one year in advance for varsity sports which are not scheduled by the conference. If not able to schedule one year in advance, see (c) above.
- E. Coordinate, schedule and post all school related activities such as music performances, plays, art show, etc. to the school calendar.

**5. Athletic Codes and Policies**

- A. Maintain, enforce, and update athletic code as needed.
- B. Provide all athletes, coaches, and faculty with the schools' athletic policies. Review policies annually in order for all to keep informed.

**6. Athletic Equipment**

- A. Assist coaches in maintaining an inventory of athletic equipment.
- B. Review inventory with coaches for budget purposes: identify worn out, damaged, or missing items for replacement.
- C. Work with administration to distribute and retrieve necessary keys from coaches..

**7. Care of Equipment**

- A. Assure that coaches house equipment in proper storage areas after events or when it is not being used.

- B. Keep administration informed so that equipment can be repaired or replaced on a continuous basis.
- 8. Schedule all use of all gymnasiums.**
- 9. Day of Contest Preparation**
- A. Assist custodians with preparation of the gymnasiums or athletic fields for athletic events.
  - B. Prepare locker rooms to assure they are in good order, etc.
  - C. Provide transportation for the proper time of departure.
  - D. Arrange supervision and event workers ensuring appropriate crowd control.
  - E. See that programs are prepared for sports events.
- 10. Public Relations**
- A. Arrange to have scores of sports events reported to radio, television, and newspapers by the coaches.
  - B. Represent and speak for the athletic department at all meetings and public affairs – Lions, Booster Club, etc.
- 11. Circulate Information to Coaches**
- A. Possess strong tech skills.
  - B. Keep coaches informed of rules and regulations that affect their sport.
  - C. Assure that coaches attend rules interpretation meetings.
  - D. Perform grade checks.
  - E. Maintain a continuous focus on improvement of opportunities and programs offered outside of the school day.
  - F. Assist in increasing student participation in extracurriculars.
- 12. W.I.A.A.**
- A. Oversee, with the assistance of the high school administrative assistant, the athletic registration process.
  - B. Ensure that student-athletes meet all WIAA eligibility requirements.
  - C. Inform coaches of injury-reporting procedures.
  - D. Attend professional athletic director meetings. (This is especially important for the annual athletic directors meeting conducted by the W.I.A.A.)
- 13. Coaching Staff Cooperation**
- A. Hold athletic meetings when necessary.
  - B. Mediate disputes between coaches.
  - C. Submit coaching requests to the administration.
- 14. Represent the school at conference athletic meetings.**
- 15. Assist in organizing special sports events**
- A. Inform coaches of the need to hold end-of-season recognition programs and help with scheduling as necessary.
- 16. Maintain a record-keeping of certificate, emblem, letter, and honor winners**
- A. Order athletic awards.
  - B. Update student awards and banners.
- 17. Contest Supervision**
- A. Act as or hire an event supervisor for all athletic contests in which an admission fee is charged.
- 18. Act as liaison to Booster Club.**
- 19. Recommend individuals to staff, coaching positions for both the high school and junior high.**

- 20. Follow and maintain appropriate procedures for money collected from game admissions.**
- 21. Work on the maintenance of fields and sites with the Director of Buildings and Grounds.**
- 22. Other Activities Director duties as assigned by the school administration.**

*Approved by the Board of Education May 8, 2023.*