



POSITION OVERVIEW

Job Title: Athletics Student Manager

Campus: Upper School

Reports to: Athletic Director

Status: Seasonal

Job Description

As a Student Manager, you play a vital role in supporting the smooth operation of our athletic programs. You will work closely with coaches, athletes, and staff to ensure that practices, games, and events run efficiently. This position offers valuable hands-on experience in sports management and provides an opportunity to contribute to the success of our athletic teams.

Qualifications

- Enthusiasm for sports and a willingness to learn.
- Strong organizational and time management skills.
- Excellent communication and interpersonal abilities.
- Attention to detail and the ability to follow instructions closely.
- Ability to work collaboratively as part of a team.
- Flexibility to adapt to changing schedules and priorities.
- Availability to attend practices, games, and events as needed.

Personal Characteristics

- Team oriented
- Strong communication skills
- Strong administrative/organizational skills
- Detail oriented
- Strong listening skills
- Integrity and professionalism
- Problem solving skills
- Proficient with technology



Essential Duties

- Equipment Management:
 - Assist with the organization, distribution, and collection of athletic equipment before and after practices and games.
 - Ensure that all equipment is properly maintained, cleaned, and stored according to the coach's instructions.
- Facility Preparation:
 - Help set up and break down equipment and facilities for practices, games, and events, including arranging chairs, setting up scoreboards, and preparing playing fields when schedule allows.
 - Ensure that facilities are clean, safe, and ready for use by athletes and spectators.
- Game Day Support:
 - Assist coaches with game-day logistics, such as setting up benches, providing water and towels to athletes, and managing equipment during games.
 - Serve as a liaison between coaches and athletes conveying messages and instructions as needed.
- Data and Video Analysis:
 - Assist coaching staff with data collection and analysis during practices and games, including recording statistics, analyzing game footage, and compiling reports.
 - Help maintain databases and software used for tracking athlete performance and team statistics.
- All other duties as assigned

Benefits:

- Hands-on experience in sports management and athletics administration.
- Opportunities to network with coaches, athletes, and industry professionals.
- Potential for academic credit or letters of recommendation.
- Contribution to the success and camaraderie of our athletic teams.



How to Apply:

If you're interested in joining our team as an Athletics Student Manager, please fill out the [application form](#).

Join us in supporting our athletes and building a culture of excellence in Christian Athletics!