

Assistant Athletic Director



The Assistant Athletic Director at Lighthouse Preparatory Academy has the responsibility of assisting the Athletic Director in running the athletic program.

Responsibilities/Tasks:

- Assist with oversight of the Booster Club (including but not limited to counting money, fundraising, purchasing concessions food and drinks, and coordinating volunteers)
- Manage check out of team jerseys, equipment, and deposits
- Work with Accounting Manager to track athletes' payments for participation
- Ensure that all athletes have turned in physicals, code of conduct forms, and other necessary paperwork
- Provide binders for coaches with the players' medical release forms and physicals
- Keep an inventory for athletic equipment and uniforms
- Be on-site for assigned home games to coordinate set up and take down of equipment and be a point of contact for parents, coaches, and players
- Assist with the process of determining eligibility and awarding letters to the student athletes
- Assist with updating games and practices schedules on school calendar
- Assist with updating and managing TeamSnap
- Other duties as assigned

Job Reimbursement:

- Salary: \$1,800/annually
- Qualified Tuition Reduction: 20% for the 2020-21 school year