

**St. Michael –Albertville Public Schools  
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Activities Director Administrative Assistant	Activities Office	Activities Director
<b>JOB SUMMARY:</b>  Responsible for assisting the Activities Director in managing the District activities office and programs. Provide clerical and secretarial support to the Activities Director		
<b>QUALIFICATIONS:</b>  High school diploma or equivalent (GED) and business college or previous equivalent secretarial experience (3-5 years) preferred. Must be proficient in word processing and be familiar with computer software (i.e. budget, accounting, and spreadsheet). Must possess strong organizational skills, written and verbal communication skills, and have ability to work with diverse groups of people.		
TASK NO.	DESCRIPTION WORK YEAR: 260 days	FREQUENCY

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|---|--|-----|
| 1 | Receive visitors and calls, answers questions and refers as necessary by maintaining a knowledge of co-curricular events and information   | 30% |
| 2 | Provide secretarial support for the Activities Director, coaches and advisors  | 30% |
| 3 | Coordinate the activities of all home athletic events including handling sale of tickers, collecting money and making deposits.  | 10% |
| 4 | Conduct financial recording keeping responsibilities for the department including monitoring and balancing the Activities Department budget and processing and collecting invoices and purchase orders for each activity department budget | 10% |
| 5 | Receive, record and comply with all required paperwork, physical forms, fees, and MSHSL eligibility information as needed from each student athlete in each activity program and enter the information into the computer                   | 8%  |
| 6 | Assist with distribution for the varsity recognition and Yost awards at the end of the season  | 7%  |

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TASK NO.	DESCRIPTION	FREQUENCY
7	Assist with monitoring the District academic eligibility policy throughout the school year for all students in an activities program	1%
8	Process, distribute and bill poster-maker services	1%
9	Assist Activities Director in scheduling and preparing activities calendar	1%
10	Attend meetings, workshops and training sessions as directed by supervisor	1%
11	Perform other related duties as assigned	1%

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SUPERVISOR'S APPROVAL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMMITTEE'S APPROVAL

\_\_\_\_\_  
DATE