

Athletics Business Manager

Brentwood Christian School

REPORTS TO: Athletic Director
CLASSIFICATION: Full-time; Exempt; Year Round

SUMMARY: Promote BCS athletics department by managing the day-to-day business and providing administrative support to the Athletic and Associate Athletic Directors.

RESPONSIBILITIES:

- Provide administrative support to the Athletic Director and Associate Athletic Director as well as coaches as needed.
- Serve as first point of contact for the Athletics office including fielding questions and calls, and providing excellent customer service to visitors, parents, students, faculty and staff
- Generate requisition forms for approval by the Athletic Director and related administrators. Order equipment and supplies as needed upon approval of requisition forms and associated purchase order number.
- Collect and maintain TAPPS paperwork for all 9th-12th grade students, transfers and foreign students to maintain TAPPS eligibility.
- Maintain RankOne database files for all new and current students for TAPPS eligibility.
- Maintain online athletic calendars for all relevant sports.
- Communicate athletics information as needed with faculty/staff, students and parents
- Coordinate door exceptions for athletic events and practices including maintaining schedule and communicating exceptions with IT
- Manage transportation schedules and access of school vehicles.
- Manage all home contests as it pertains to concessions and ticket sales.
- Oversee and confirm officials for all sports teams 5th-12th grade. Responsible for collecting pay sheets and turning in the paperwork to finance office.
- Generate student billing for athletic fees, varsity fees and uniform fees, coordinating with finance office.
- Coordinate gym rentals including scheduling of gym supervisor and payments when necessary.
- Assist with athletic tournaments including scheduling officials and all other necessary tasks associated with the tournaments.
- Coordinate Elem/MS and HS athletic banquets.
- Collaborate with Marketing & Communications Manager as it pertains to athletics announcements and sports catalogs.
- Support and promote the mission and core beliefs of BCS.
- Other duties as assigned.

QUALIFICATIONS:

- Must have a high school diploma or GED; Bachelor degree preferred.

- Must have 3 years of administrative support experience, preferably in an athletic or educational environment.
- Must be an active member of a Christian church; Church of Christ preferred

SPECIAL KNOWLEDGE/SKILLS:

- Strong customer service related and interpersonal skills
- Effective written and verbal communication skills.
- Proficient in Microsoft Office Suite and basic office equipment
- Excellent attention to detail and follow through

PHYSICAL REQUIREMENTS:

- Must be able to lift up to 25 pounds
- Must be able to sit for extended periods of time.