

**RAMAPO INDIAN HILLS REGIONAL HIGH SCHOOL
DISTRICT BOARD OF EDUCATION
Oakland, New Jersey 07436**

JOB DESCRIPTION

Title: Athletic Aide

Organizational Relationship: Evaluated by the Director of Athletics and Student Activities

Primary Function: The Athletic Aide will be counted on to provide administrative support and site management to the athletic director and coaching staff, and will act as a liaison to the faculty, staff, students, parents, members of the athletic booster club, alumni, and the greater Ramapo Indian Hills community.

Major Responsibilities:

1. The Athletic Aide is responsible for any activities that may assist the Athletic Director at RHS/IHHS and the RIH School District.
2. The AA will report to the Athletic Director's Office immediately after school. He / She will then receive directions from the Athletic Director on the agenda for the day.
3. The AA will assist with checking in deliveries and submitting Purchase Orders to the appropriate Administrative Assistant or Athletic Director for payment.
4. The AA will assist with a review of uniform inventory at the beginning and end of each season. He/she will share the report with the AD. When needed he/she will notify AD and team coach if new uniforms need to be purchased.
5. During game day, the AA will assist with meeting the opposing team and escorting them to their locker room. He/she should inquire whether the opposing team needs assistance with anything at this time.
6. The AA will assist in meeting the officials and (if needed) escorting them to their changing area. They will give the officials their vouchers and complete any of the necessary duties that this requires. They should also inquire whether the officials need assistance with anything at this time.
7. The AA will assist with meeting the Police Officers and introducing himself/herself and all other chaperones to them. The AA will give the Police Officers their vouchers and complete any of the necessary duties that this requires.
8. The AA will assist with Locking ALL locker rooms when the home and visiting team leaves for the field/court. S/he will assist with opening all locks when the home and visiting team re-enters the locker room.
9. The AA will assist with walking the Athletic Compound and visiting the events that are being held in our complex that day.
10. During the contest(s) the AA should monitor the activity in the bleachers/stands, the game activity as well as addressing any visitor management/gate entry issues.

11. The AA should know and follow applicable RIH Policy during the school sponsored events.
12. The AA should be aware that the RIH Code of Conduct is enforced during the school sponsored events.
13. Any questions directed to the AA that s/he cannot answer should be directed to the Athletic Director.
14. The AA will check visiting team locker rooms for damage/cleanliness before the visiting team arrives and after they leave. S/he will also check for damage/cleanliness after they are escorted to the field and when they leave the locker room after half time. Any damage or destruction will be reported to the Athletic Director immediately.
15. The AA will escort visiting teams back to their buses. S/he will stay in the vicinity to ensure no altercations between fans and the visiting team..
16. The AA will work with the maintenance crew to confirm proper set-up of the field or gym with the proper equipment (i.e. score/clock, chains, down markers, flags, cones, goals, scoreboard, score table, etc.) for each event. S/he will also assist and supervise in the cleaning up of the field at the end of each game.
17. The AA will assist the ticket takers at the end of each game to assist in the safeguarding money. S/he will then assist in locking the money up in the safe.
18. If there are any issues with our (RIH) transportation, (i.e. Buses not showing up on time or at all), AA will contact Tony, Grace or First Student.
19. The AA is to give his/her Cell Phone Number to **ALL** coaches. Coaches are to contact the AA if there are any issues and AD is not available.
20. The AA complete schedule will be prepared at the start of each season, but is subject to change due to weather, cancellations, re – scheduled games, and other unforeseen variables.

Qualifications:

- Proficient in Microsoft Office Suite (primarily Word and Excel), Internet, and team scheduling software, etc. – will train
- Trustworthy – able to maintain confidential information as appropriate, for example academic and health records, personal family information, etc.
- Strong organizational skills – the ability to balance multiple projects and changing priorities without losing focus
- Excellent verbal and written communication skills
- Able to work in a complex team-oriented environment in order to accomplish department goals and objectives.
- A willingness to help others in the department and throughout the school as necessary
- Maintain a “solution conscious” attitude when faced with challenges
- Able to follow and complete detailed verbal and written instructions within specified timeframes
- Able to perform assigned duties with speed and accuracy
- Proven record of attendance and punctuality

Term of Employment: Yearly appointment (For Fall Winter and Spring Season-per RIHEA Schedule B Miscellaneous 3D) in accordance with contractual arrangements as approved by the Board of Education.

Evaluation: According to State Statutes, *N.J.A.C. Title 6*, Board Policy and Procedures.

Approved: December 18, 2023