



**Job Title:** Athletic Coordinator  
**Reports to:** Athletic Director  
**Work Schedule:** Non-Continuing Position  
**Salary:** Per Marysville Coaches Association Negotiated Salary Schedule

**Position Summary:**

The Athletic Coordinator assists the Athletic Director in the implementation of an appropriate and effective athletic program.

**Minimum Qualifications:**

- High school diploma or equivalent required
- 1st Aid & Adult/Child CPR training (completed within 30 days from date of hire and to be maintained for the duration of this job)
- Type II Driver's License or willingness and ability to obtain (maintained for the duration of this job)
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Experience and/or training with cultural, ethnic, and language diversity preferred
- Completion of all district-required training within thirty (30) calendar days from hire date

**Essential Job Functions:**

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Supervise all building athletic activities
- Coordinate athletic registration for all sports during each sports season
- Serve as building athletic budget coordinator
- Manage building equipment and facilities
- Assist Principal and District Athletic Director in developing and managing an effective athletic program
- Review and make recommendations on intramural applications to the Athletic Director
- Promote high standards by the staff in the care and prevention of injuries
- Develop and maintain a master file for athletes prior to participation
- Develop and maintain a master file for building coaches
- Submit and verify "Athletic Eligibility List and Registration Summary" for each sport
- Schedule and conduct a minimum of one coaching staff meeting each sport season
- Obtain certification by school Registrar of all current eligibility lists for all in-season sports
- Submit evaluation of coaches input as prescribed by District policy
- Obtain completed "Marysville Schools Athletic Inventory" from each Head coach at end of season
- Professionally interact with students, staff, and public
- Comply with all district policies and procedures
- Performs other related duties as assigned by District Athletic Director

**Desired Skills:**

- Ability to willingly support and foster the mission of the Marysville School District
- Ability to remain flexible to changes in assignments or situations
- Ability to collaborate in a team environment
- Ability to coordinate athletic registration for all sports during each sports season
- Ability to manage building equipment and facilities
- Willingness to participate in on-going district supported training activities
- Willingness to serve as building athletic budget coordinator

**Work Environment:**

Work is typically performed outdoors; requires substantial extra-hours work, travel between sites, stamina and endurance, and physical exertion associated with demonstrating techniques; must be willing to work outdoors in inclement weather; may be required to balance, crouch, crawl, bend, kneel, and stand for prolonged

periods; may be exposed to high noise levels and childhood diseases; and may experience a multitude of demands and changing priorities with frequent interruptions.

**Or**

Work is typically performed in a gymnasium; requires substantial extra-hours work, travel between sites, stamina and endurance, and physical exertion associated with demonstrating techniques; must be willing to work outdoors in inclement weather; may be required to balance, crouch, crawl, bend, kneel, and stand for prolonged periods; may be exposed to high noise levels and childhood diseases; and may experience a multitude of demands and changing priorities with frequent interruptions.

**Evaluation:**

The Athletic Coordinator shall be evaluated within 30 days of the close of the sports season by the Athletic Director pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee's performance of the above essential job functions.

**Classification History:**

Job description developed June 2005.

Job description revised April 2011.

Job description revised April 2012.

Job description revised July 2014.

Job description revised November 2019.