



Athletic Facilities Manager - Job Description

Purpose of Position:

The Athletic Facilities Manager provides a clean, safe, and engaging atmosphere for all competitive student activities including athletics, performing arts, and academic performances where students can compete and perform at their highest potential.

This position oversees the day-to-day operations of our athletic/activities practice and competition facilities and events, partners with the team to manage athletic/activities software, and coordinates with stakeholders across the campus regarding athletic/activities facilities' needs and plans.

Position:

- Full-time, calendar year
- Weekly scheduled work hours are flexible and will vary based on school activity and event schedule and will include afternoons and evenings.
- Salaried, exempt
- Full-Time Benefit Eligible

Reports To: Head of Activities

Direct Reports: Oversight of Event Managers

Qualifications:

- High School diploma or equivalent required. Bachelor's degree in a related field preferred.
- Experience in sports field management, sports management, athletic facility maintenance, physical education, or related field preferred or individuals aspiring for a career in athletic administration preferred.
- Ability to lift 50 lbs.
- Professing believer in Jesus Christ as Lord and Savior and committed to growing in relationship with Him.
- In agreement with the Des Moines Christian School Statement of Faith.
- In agreement with the Des Moines Christian School Biblical Convictions for Christian Education.
- Regularly attends and is actively involved in a church that affirms historic Christian orthodoxy (doctrine, faith, teaching, practice), consistent with the DMC Statement of Faith, through that church's public creed, confession, core beliefs, or statement of faith.

Professional Profile:

- Committed to the mission of DMC: *Equipping minds and nurturing hearts to impact the world for Christ.*
- Relates well to children and families with a heart for service and mission.
- Demonstrates consistent spiritual leadership.
- Characterized with integrity and maintains confidentiality.
- Utilizes critical thinking and problem-solving skills.
- Demonstrates effective verbal and written communication skills.
- Competent with the operation and execution or willing to learn various software programs.
- Adapts communication style to suit different audiences.
- Demonstrated ability to work collaboratively as part of a team.



Responsibilities:

Athletic / Activity Facility Maintenance and Event Operations:

- Supervises and maintains the athletic/activity competitive and practice facilities, both indoor and outdoor.
 - Manages and coordinates maintenance for the athletic/activity buildings and grounds at all locations including turf maintenance, building and fence maintenance, scoreboards, field and gymnasium and performance hall facilities, etc.
- Works collaboratively with various stakeholders including athletic coaches and fine arts directors and the DMC Facilities Team on the maintenance and upkeep of all practice facilities, equipment, and competition spaces.
- Oversees Event Managers and assists in the management of game day/event operations ensuring that facilities are set up and ready for all events and practices.
- Works collaboratively with the Concessions Coordinator on maintenance, replacement, and care of concessions facilities.
- Supervises seasonal summer staff as applicable.
- Works collaboratively with coaches to ensure organization and maintenance of athletic/activities equipment and storage areas.
- Maintains relationships with outside vendors maintaining the facilities.
- Serves as the first point of contact for the athletic facilities.

Athletic / Activity System Management and Administrative Duties

- Manages various sports and event administrative software including:
 - Bound - ticketing, event workers, rosters, activity passes, officials, etc.
 - Hudl, Hytek, and Final Forms - annual registration and management.
 - Musco Vision and NFHS Network - scheduling of live streaming and lighting for all events.
 - Touch Pros - maintain and track athletic records.
- Assists in the development and oversight of activity promotions via various social media channels - for example, Bound, X, and Instagram. Collaborates with Marketing as needed.
- Works collaboratively with coaches to schedule all athletic/activity events and practices.
- Partners with the Facilities Coordinator to oversee the rental of athletic facilities and communicates the specific details with maintenance staff.
- Partners with the Head of Activities on planning and management of the department budget.
- Performs other duties as assigned by the Head of Activities.