

DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Sport Manager

DEPARTMENT: Athletics

DATE: July 27, 2017

SCHEDULE: Flexible

FLSA: Non-Exempt

REPORTING SUPERVISOR: Assistant Athletic Director

JOB FUNCTION:

Supports a specific varsity sports program by assisting the coaching staff with a variety of tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

	<i>Percentage of Time</i>	<i>Frequency</i>	<i>Description</i>
1.	40%	Daily	Assist coaching staff during daily practices as determined by the head coach. This could include video camera and filming of practices and/or games and other basic practice preparation duties.
2.	25%	Ongoing	Home Games: Issues uniforms to players. Film contest and code onto software computer program. Away Games: Prepares the travel bags containing necessary equipment for each player. Prepares and transports the team equipment. Film contest and code onto software computer program.
3.	25%	Occasionally	Responsible to attend all home events which includes the setup and post-game duties as prescribed by the head coach.
4.	10%	Weekly	Other duties as assigned

MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Experience and working knowledge in specific sport.
2. Ability to effectively communicate accurate information.
3. Ability to organize in order to deal with the many aspects of the position.
4. Attentive to detail and the ability to concentrate for providing accurate information and completing work assignments in a distracting atmosphere.
5. Ability to prioritize tasks, adapt as situation demands and complete tasks on time.
6. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
7. Must have completed a FAFSA form (Financial Aid) for the current academic year.

WORK CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually loud.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 50 pounds.