



WESTMINSTER ACADEMY

Athletics and Gameday Coordinator Job Description

Position Summary:

The Athletics and Gameday Coordinator supports the preparation, scheduling, setup, and daily operation of athletic facilities and events. This role ensures spaces are safe, organized, and ready for practices, competitions, and school events while assisting with game-day logistics, equipment management, and facility upkeep. This role is a part-time, 50% FTE position of approximately 20 hours per week.

All employees of Westminster Academy must strive to “love the Lord in front of our students” and make the Christian faith observable in all aspects of the school day and community. This position is a minister of the Gospel in all facets of life at Westminster Academy. He/she is a role model for students and faculty and his/her walk with the Lord should be evident. The Christian mission, vision, and statement of faith of the school must guide the Athletics Coordinator as he/she interacts with parents, students, faculty, and all those within and outside the Westminster Academy community.

Reports to:

Athletics Director

Works closely with:

Dean of Student Life and Athletics

Faculty and Staff

Job Responsibilities:

Facility Coordination & Setup

- Coordinate scheduling and use of all athletic facilities for practices, games, and events.
- Maintain facility calendars to ensure efficient use of spaces.
- Prepare and set up facilities (fields, courts, gymnasium) for daily activities and events.
- Assist with setup and teardown for athletic events.
- Ensure athletic areas are clean, safe, and properly maintained, including shared and high-use spaces not regularly serviced. (Custodial and third-party cleaning services will assist.)

Event & Game-Day Support

- Assist with organizing and coordinating all home athletic events across sports.
- Support pre-game preparation, including facility setup, equipment organization, and communication with coaches and officials.
- Help address on-site needs or concerns from participants and spectators.
- Assist in ensuring events follow school and league procedures.

Operations & Staffing Support

- Assist in coordinating event workers, including admissions, concessions, and score table roles.
- Support the setup and management of ticketing and admissions systems, including cash handling and digital platforms.
- Help maintain basic financial tracking for event-related revenue.

Concessions & Inventory

- Support concession stand setup, operation, and inventory tracking.
- Assist with ordering supplies and maintaining stock levels.
- Help oversee basic cash handling and digital payment systems.

Equipment Management

- Organize and maintain athletic equipment storage areas.
- Track inventory and assist with purchasing, repairs, and replacements.
- Help ensure coaches have the necessary equipment, supplies, and first-aid materials.

Post-Event & Facility Maintenance

- Assist in cleaning and resetting facilities after events.
- Return equipment and spaces to proper condition for the next school day.
- Support general upkeep, including trash removal, basic cleaning, and securing facilities.

Additional Responsibilities

- Support the Athletic Director, coaches, and staff with facility and event needs.
- Contribute to a positive, organized, and service-oriented athletic environment.
- Perform other related duties as assigned.