

Job Title: Ridge View High School Activities Director Secretary

#### JOB DESCRIPTION

Primary Function: Provide support to Ridge View High School Activities Director, maintain confidential student information, maintain/update website, manage all social media accounts, and schedule all building use.

REPORTS TO: Activities Director

#### COMPETENCIES/QUALIFICATIONS:

- Strong computer/technology skills
- Skills in using all Google Drive Applications
- Strong interpersonal and communication skills
- Self-starter with attention to detail
- Ability to multi-task
- Flexible and accepts change

#### ESSENTIAL FUNCTIONS:

- Maintain confidential records and student information and coach information
- Schedule all building/equipment usage in all 4 buildings (Holstein, Galva, Schaller, Early)
- Manage/Update website and all social media accounts
- Update activity calendar using rSchool program
- File and maintain all student physical forms
- Coordinate all apparel designs and web stores and then distribute orders
- Organize volunteers for all school sponsored activities
- Fill out all academic award forms for IHSAA and IGHSAU
- Manage records for all student activities
- Maintain rosters for all sports
- Monitor and post to all school social media accounts
- Order awards and supplies needed for activities
- Schedule all press releases and team/event photos
- Make hotel reservations for activities
- Maintain records for payments of all activity fees
- Fill out all purchase requisition for all tournament and activity fees
- Compose routine correspondence
- Provide support to student athletes and coaches
- Ensure all details of a task are completed
- Communicate and relay information clearly and concisely, both orally and in writing
- Perform other related duties as assigned

#### CONTACT:

- For more information contact Superintendent Jon Wiebers – [jwiebers@rvraptors.org](mailto:jwiebers@rvraptors.org)  
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