

# Bearcat Indoor Sports Center (BISC) Assistant

Department: Athletics & Activities

Reports to: Director of Athletics and Director of Activities

## **Job Summary:**

Supports and coordinates operations of the indoor sports facility for PE class use and for the ISM activities and athletic programs.

## **Qualifications:**

- Bachelor's degree, preferably related to Physical Education and/or a history of relevant golf coaching certifications
- First Aid/CPR Certification
- At least (two (2) years of related coaching experience
- Knowledgeable in productivity applications, both installed and cloud-based apps including Microsoft/Mac/Google/Golf simulator operating systems & console operations
- Excellent verbal and written communication skills
- Enthusiasm for golf, sports teaching, and learning
- Demonstrates strong sense of organizational and time management skills and detail-oriented
- Highly motivated, flexible and is able to multitask
- Ability to identify issues, determine solutions and work in a collaborative environment
- Ability to create a warm, welcoming, and friendly environment for all ES/MS/HS students, parents, faculty, and staff and is able to communicate with all stakeholders
- Confidentiality is a must

## **Key Responsibilities:**

- Coordinates, monitors, and can assist with managing and maintaining the BISC and can support coaching and supervision duties for ISM PE class use and the ISM Golf, Cricket and Baseball/Softball Programs
- Works directly with the divisional department program leaders/PE teachers to ensure a vertically aligned, safe golf program is supported and delivered to students via their divisional PE classes, the after-school activities program, and the season 3 competitive golf program.
- Ensures the indoor facility rules and regulations are communicated clearly to all stakeholders and adhered to by participants.
- Establish and maintain high levels of public relations when assisting parents/faculty and students at all times.
- Responsible for parent communication in a coordinated and timely manner via website content and upcoming event updates.
- Liaises with the Activities/Athletics Office related to general facility equipment, golf equipment, cricket, baseball, and softball equipment needs, ordering, budget planning, and general operational requirements.
- Ensures that all PE teaching staff, faculty users, and faculty support coaches are monitored and kept up-to-date with training for our operating systems and procedures, which include golf simulators, bowling machines, and others.
- Responsible for performing duties with limited supervision with 100% emphasis on safety for all users.
- Responsible for reporting any damage or repairs to facilities/equipment in a timely manner.

- Adhere to all conditions of the ISM IT guidelines and social media protocols at all times.
- Fosters and sustains a community that rejects all forms of discrimination.
- Assists in developing and maintaining safe spaces for all individuals at ISM.
- Performs any additional duties assigned by the Department Head.