



<b>JOB TITLE</b>	<b>DEPARTMENT</b>	<b>REPORTS TO</b>
Sports Manager	School Based	Principal/Designee

<b>Position No:</b> N/A	<b>Length of Work Year:</b> Seasonal <b>Work Hours per week:</b> 25 hours maximum
<b>Salary Schedule:</b> Supplement Schedule	<b>Date Approved:</b> 9/22/09
<b>FSLA:</b> Exempt	<b>Date Revised:</b> 2/9/10; 1/19/17; 6/2/25

<b>JOB GOAL</b>
This position provides assistance to student athletes who are injured and maintains a safe environment for students and coaches.

<b>MINIMUM QUALIFICATIONS</b>
<ol style="list-style-type: none"> <li>1. Valid coaching or teaching certificate.</li> <li>2. Complete School Board of St. Lucie County training as determined by the County Athletic Office.</li> <li>3. Current CPR/First Aid/AED Certification.</li> <li>4. Ability to perform the functions of the position.</li> </ol>

<b>DUTIES AND RESPONSIBILITIES</b>
<ol style="list-style-type: none"> <li>1. Attends Practices.</li> <li>2. Attends home games.</li> <li>3. Completes accident reports.</li> <li>4. Contacts parents regarding injuries.</li> <li>5. Orders and oversees supplies for the first aid room.</li> <li>6. Reports unsafe conditions and injuries to the Athletic Director in writing.</li> <li>7. Provides a first aid kit, ice and bags, and an AED for every event.</li> <li>8. Other duties as needed to assist coaches and students with maintaining a safe environment.</li> </ol>

<b>PHYSICAL DEMAND CLASS:</b>
<p>Medium Heavy (MH) - Frequent lifting and carrying of objects weighing 35 pounds or less. Infrequent lifting and carrying of objects weighing 35-70 pounds. Continuous walking and/or standing is required to carry out duties. Infrequent walking at fast pace and/or running may be required.</p> <p>Heavy (H) - Frequent lifting and carrying of objects weighing 25-50 pounds. Infrequent lifting and carrying of objects weighing 51-100 pounds. Continuous standing and/or walking is required to carry out duties. Occasional walking at a fast pace and/or running may be required.</p>