



## Richmond Christian School Teaching Assistant Posting

### **Athletic Director Assistant**

#### Work Performed:

##### **TA Practicum requirements:**

- Teach and Train scorekeeping for volleyball and basketball (assist at the middle campus too).
- Mentoring Team Managers

##### **Help with Athletic program:**

- Help train minor officials and scorekeepers
- Assist with gym set up for home games

##### **Help with Administration:**

- Weekly game promotions (Posts on social media)
- Athletics information on bulletin board
- Creation of social media content (ie. Athlete of the Month)
- Assist with jersey handout and collection
- Assist with inventory of equipment
- Assist with organizing team merchandise orders

#### Qualifications:

- Good work ethic (Proactive, responsible, organized, trustworthy, punctual) – able to meet deadlines
- General knowledge and interest in athletics
- Teachable, self-aware, and collaborative
- Strong communication and leadership skills
- Knowledge of how to use Canva or another design program

#### Schedule:

- 1 block in the schedule that will align with an AD block
- The expectation is that the TA will be available to stay until 3:30pm on game days to assist with gym setup for home games  
**Fall Season** – Volleyball  
**Winter Season** – Basketball  
**Spring Season** – Badminton (additional BCCSSAA Tournament on a Saturday)