

Athletic Operations & Facilities Coordinator

Summary/ Objective:

Oxbridge Academy, a non-profit, independent, co-ed, day school, serving students in grades 7-12 school in West Palm Beach, Florida, seeks to hire a full-time Athletic Operations & Facilities Coordinator. Employee is responsible for understanding the Mission, Vision, Core Values, Employee Handbook, FHSAA regulations and other school policies of Oxbridge Academy, and ensuring the adherence of these policies in job performance, action and self-conduct. The Athletic Operations & Facilities Coordinator supervises the daily operations and management of all athletic events and performs daily athletic maintenance tasks. This position reports directly to the Director of Athletics.

Tasks/Essential Functions:

- Coordinate athletic game day preparations which include communicating with opposing teams to confirm competition dates, start times, and team arrival times, and confirming games on Arbiter and with official assignor.
- Manage athletic game day responsibilities which include the greeting, check-in, and payment of officials, the greeting of opposing teams upon arrival, the management of the sound systems, scoreboard operators, official scorers, announcers, statisticians, and student volunteers, organizing ticket sales during playoffs, and the ability to step into any game day role as needed.
- Perform day-to-day general maintenance tasks of athletic facilities which include painting fields, pressure cleaning, repairing windscreens, and maintaining athletic facility aesthetics to include trash removal, litter pick-up, leaf, and debris removal.
- Operate various mowers, small equipment, loaders, and vehicles.
- Drive 15-passenger minibus as needed.
- Keep a record of varsity pins and letters.
- Manage the athletics calendar on Veracross during the summer months.
- Manage GoOxbridge social media accounts during the summer months.
- Assist with planning and executing special athletic events and other duties as assigned by the Director of Athletics.

Qualifications

- Bachelor's degree preferred.
- Relevant experience in athletic leadership, maintenance, management, or a related field.
- Valid driver's license with clean driving record.
- Excellent written and verbal communication skills.
- Firm grasp of Microsoft programs.
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task, and meet deadlines.
- Ability to professionally represent the school at community and school events.

- Ability to work independently with confidence, and also in a team setting.
- Positive attitude, strong work ethic, and proactive.
- Ability to work flexible hours when required.

Oxbridge Academy is a non-profit, independent grade 7-12 school in West Palm Beach, Florida. Oxbridge Academy commits to being a community characterized by civility, respect, and trust; a school that fosters the virtues of discipline, perseverance, and responsibility. Oxbridge Academy is an equal opportunity employer, committed to diversity at all levels, and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability, or any other characteristic protected by law. Interested candidates should apply via Indeed only – [Athletic Operations Facilities Coordinator](#) Please, no phone calls.