

# Athletics Operations Manager

## Brentwood Christian School

---

**REPORTS TO:** Athletic Director  
**CLASSIFICATION:** Full-time; Exempt; Year Round

**SUMMARY:** Responsible for the management and maintenance of playing fields athletic equipment and school vehicles.

### **RESPONSIBILITIES:**

- Maintain athletic playing fields in good working order addressing any safety concerns immediately
- Stripe or line playing fields as needed and in compliance with regulations
- Maintain athletic equipment in good working order, including weight room and gym facility maintenance
- Distribute and collect equipment for BCS athletic events including set up of gym facility for games and tournaments
- Track and oversee inventory of equipment and uniforms to ensure availability
- Submit requisition forms related to field and vehicle maintenance, athletic equipment and related supplies for approval by the athletic director
- Attend home and away games as needed
- Maintain vans and buses in good working order addressing any safety concerns immediately
- Track and coordinate preventive maintenance of all school vehicles
- Coordinate with vehicle scheduler to ensure vans and buses are fueled and ready for scheduled use.
- Assist with coaching football as well as other sport(s) as assigned by Athletic Director
- Coach in compliance with all Brentwood, TAPPS and CAPPs policies and procedures
- Support and promote the mission and core beliefs of BCS
- Other duties as assigned

### **QUALIFICATIONS:**

- Must have a high school diploma or GED; Bachelor's degree preferred
- Prefer 1-2 years of experience in athletic equipment management or management of inventory
- Must be an active member of a Christian church; Church of Christ preferred
- Must be 25 years of age with a valid commercial driver license (or ability to obtain) and an acceptable driving record

### **SPECIAL KNOWLEDGE/SKILLS:**

- Knowledge of athletic equipment standards
- Knowledge of athletic field maintenance and guidelines
- Ability to manage multiple projects and deadlines

- Strong written and verbal communication skills.
- Proficient in Microsoft Office Suite
- Ability to work nights and weekends as needed

**PHYSICAL REQUIREMENTS:**

- Must be able to lift up to 50 pounds
- Must be able to demonstrate physical aspects of assigned sport(s)
- Must be able to manipulate lawn maintenance equipment.
- Must be able to withstand working in extreme temperatures
- Must be able to lift over head