

# SHANGHAI AMERICAN SCHOOL

## SHANGHAI AMERICAN SCHOOL JOB DESCRIPTION

**TITLE:** Activities Coordinator– Activities Office  
**SCALE:** SAS PRC Support staff salary scale

### **POSITION SUMMARY:**

The Activities Coordinator assists the Activities Director in all aspects of running the Activities Office. Additionally, the coordinator is responsible for representing the School to parents and students in their contact with SAS.

**SUPERVISED, EVALUATED AND REPORTS TO:** Activities Director

### **QUALIFICATIONS**

- Minimum Bachelor Degree
- 1-4 years of experience in an administrative role
- Fluent in English & Mandarin
- Excellent computer skills (MS Office)
- Excellent interpersonal and communications skills
- Professional, self-motivated with the ability to organize, prioritize and multi-task
- Extremely detail oriented

### **PERFORMANCE RESPONSIBILITIES:**

- Provide administrative and clerical support for the Activities Department to ensure the smooth operation of daily tasks
  - Coordinate facility schedules and athletic schedules
  - Manage game logistics (scheduling games and officials, game day needs, transportation)
  - Oversea uniforms and equipment (inventory, ordering, distribution and collection)
  - Site manage games and tournaments
- Coordinate details of all Activities office events for safety, accuracy and in accordance with School and community standards and procedures
- Act for administrator in his/her absence as directed, and within limits of policies, rules and regulations
- Coordinate arrangements for all activities and functions
- Perform other duties as assigned

### **SAS BELIEVES:**

- That each Employee makes a significant contribution to our success
- That contribution should not be limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties; qualification and job scope, but not limit the employee nor SAS to only the work identified. It is the

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expectation of the School, that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.

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