



JOHN CARROLL HIGH SCHOOL SEEKING TO HIRE PART-TIME ASSISTANT FOR ATHLETICS DEPARTMENT

FORT PIERCE - John Carroll High School is seeking to hire a part-time assistant for the athletics department to start in July or August 2025.

Applicants must have an associate's degree and have a minimum of two - three years of administrative assistant experience. This position will report to the Athletic Director, under the direction of the Principal, and assist with administrative tasks within the athletic department. Please see the attached job description for more details regarding this role and its main job responsibilities. Please note that this is a non-exempt, hourly position.

To apply, download and complete the "Employment Application"
from the following link: [DPB Applications](#)

Please forward a letter of interest, the employment application, and resume to the attention of Mr.
Michael Bryk, Principal by Friday, June 13, 2025

Via Email: mbryk@johncarrollhigh.com

Visit johncarrollhigh.com or call 772-464-5200 for more information about John Carroll High School. "Like" John Carroll on Facebook, follow on Twitter @JohnCarrollHS and follow on Instagram @johncarrollhighschool.

About John Carroll Catholic High School

John Carroll Catholic High School is located in Fort Pierce, Florida, and strives to inspire, foster, develop, and affirm the young people entrusted to its care. It serves its students, alumni, families and the community at large. Mrs. Corey Heroux is the president, and Mr. Michael Bryk serves as principal. For more information about John Carroll High School, please visit johncarrollhigh.com or call 772-462-5200. "Like" John Carroll on Facebook, follow on Twitter @JohnCarrollHS and follow on Instagram @johncarrollhighschool.

High School: Athletic Admin Assistant

11-month Employee

Department: 9515

Part Time: 20 hours/week (Monday – Friday) 8 AM - 12 PM

Additional Hours required on game days/special events – hours may vary



Essential Job Duties/Responsibilities of the Athletic Admin Assistant

- Provides administrative support to the athletic department staff
- FHSAA Game contracts: electronically filing the required game contracts within Home Campus (FHSAA)
 - Submit a copy of team schedules of all sports prior to the beginning of each sport's season to the school administration
 - Monitor the school calendar to make sure the sporting events are up to date and accurate
- Eligibility paperwork: Communicating with parents/uploading necessary documents to the correct Home Campus portal to ensure student-athlete eligibility guidelines are followed
- Student records: Liaising with academic areas to ensure all student-athlete records (GPA, course maps, etc.) are correct
- Fundraising records: assisting with keeping accurate records before/during/after fundraising events to ensure we are up to date with financial records, as well as communicating with donors after events
- Supervise the sale of tickets and collection of money at all home games
- Arrange transportation for athletic contests when necessary
- Work to ensure compliance with budgetary guidelines and procedures
- Submit budget requests for the upcoming school year to the Principal by December 31 of the current school year
- Review over all school rules with each team before each season
- Check on student eligibility issues
- Will perform other duties as assigned by the Athletic Director or Principal

Employee Specific Dispositions:

- Will maintain a positive outlook each day and use uplifting language, demonstrating warmth, joy, and advocacy for student-athletes
- Will maintain a growth mindset and be open to change, growth, and continuous improvement; will accept constructive criticism and suggestions
- Will refrain from gossip or other negative talk amongst colleagues, always maintaining the confidentiality of others
- Will make every effort to build up colleagues, students, and the larger JCHS community
- Will positively collaborate with colleagues, parents, and students
- Will exercise good judgment in relationships with students, in all classroom conversation, and in social media usage
- Will demonstrate cultural respect and understanding of all students

Qualifications:

- Minimum of an Associate's degree
- Proficient in Microsoft Office programs
- Excellent and professional interpersonal skills and ability to maintain confidentiality

- Ability to work effectively with school employees, coaches, parents, representatives of other agencies, and the general public
- Ability to multi-task, work independently and make responsible judgment calls.
- Strong organizational skills and capable of multitasking
- Ability to use office equipment (fax, computer, copier, iPad, etc.)

Physical Requirements

- Occasional light lifting and carrying of under 15 pounds
- Occasional moderate carrying and lifting of 15 – 44 pounds
- Frequent use both hands and fingers (i.e. typing)
- Frequent extended periods of sitting or standing
- Occasional periods of kneeling and climbing
- Occasional ability of minimal hearing (i.e. loud noises, sirens) and routine hearing (i.e. listening to others in conversation)
- Frequent time spent working closely with others