



'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Assistant to the Athletic Director

OPEN: October 16, 2025

EXEMPT: Yes

SALARY GRADE: Education Salary Scale

SHIFT: Flexible

LOCATION: Lummi Nation School

DURATION: Regular Full-Time

CLOSES: Until Filled

JOB CODE:

DIVISION: Education

DEPARTMENT: Lummi Nation School

SUPERVISOR: Athletic Director

VACANCIES: 1

JOB SUMMARY: The Assistant to the Athletic Director supports the planning, coordination, supervision, and evaluation of interscholastic athletic programs for the LNS 7–12 program. This position plays a key role in promoting extracurricular athletic activities that encourage skill development, teamwork, sportsmanship, and an appreciation for a diverse range of sports among students and the broader school community. The Assistant collaborates closely with the Athletic Director to ensure programs run efficiently and align with the school's mission and values.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Provide comprehensive administrative and clerical support to the Athletic Director and athletic department, including preparing correspondence, reports, meeting materials, and maintaining accurate records and compliance documentation.
2. Support the LNS administrative team with clerical tasks and cross-train with administrative staff to provide coverage as needed.
3. Assist in planning, coordinating, and overseeing interscholastic athletic programs for grades 7–12 and intramural programs for grades 4–12.
4. Coordinate scheduling of league games, tournaments, playoff events, practices, and ensure athletic facilities are properly scheduled, clean, safe, and prepared in collaboration with Operations staff.
5. Maintain and update athletic schedules, announcements, team records, and results on school websites, social media, and other platforms; draft newsletters, flyers, and promotional materials.
6. Coordinate middle school athletic programs and maintain the Lummi High School athletic record board for current and former students.
7. Monitor athletic eligibility through weekly academic and attendance checks, and report findings to the Athletic Director and administration.
8. Ensure compliance with WIAA rules and district/school policies; help educate coaches and staff on these requirements and attend NWIAA meetings with the Athletic Director.
9. Partner with the Athletic Director and Principal to coordinate and deliver professional development, safety training, performance plans, and evaluation-based support for coaching staff.
10. Assist in recruiting, hiring, onboarding, and supporting qualified coaches for grades 7–12; help organize regular coaches' meetings to review policies and expectations.

11. Collaborate with the academic counselor and athletic advisor to help student-athletes access scholarships, academic support, and college recruitment opportunities through outreach efforts such as calls, letters, and highlight videos.
12. Serve as a liaison between the athletic department, students, families, coaches, and community members to strengthen communication and engagement.
13. Foster and support a positive, inclusive, and healthy athletic culture within the school and the broader community.
14. Assist during athletic events and school functions as requested by the Athletic Director.
15. Collaborate with the Athletic Director to develop, track, and reconcile athletic department budgets, expenditures, contracts, and compliance reporting.
16. Prepare and process financial transactions, including accounts payable/receivable, payroll timecards, purchase orders, timesheets, travel requests, bids, quotes, and contracts in coordination with finance staff.
17. Maintain and track inventory records, develop reporting systems, and support year-end inventory processes.
18. Prepare payroll timecards, timesheets, scanning, delivering/ picking up payroll, and handing out payroll on paydays.
19. Work closely with LNS Finance Office to coordinate and assist with contracts and budget management. Bids, quotes, curriculum needs, and other funding related requirements for LNS.
20. Work closely with the Finance office to ensure supply orders and end-of-the year inventory check out are complete.
21. Participate in weekly leadership meetings, professional development, staff meetings, and tribal or school events to align calendars and address emerging needs.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Education, Sports Management, or a related field, *preferred*
- **OR** an Associate's degree combined with at least two years of experience in school or community athletics, youth mentorship, or tribal programs
- **OR** an equivalent combination of education and 4 years of relevant experience.
- 2 years of experience with computer operations and office systems, including word processing, spreadsheets, presentations, educational software, and basic accounting procedures within an office or school setting.
- 2 years previous work experience in an administration support position
- 2 years' experience organizing youth sporting events or Middle/High school interscholastic programs and events; *preferred*.
- 2 years' experience working in an educational setting, *preferred*
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of educational policies, procedures, and regulations, including those of Washington State, the Bureau of Indian Education (BIE), and the Lummi Indian Business Council (LIBC).
- Understanding of athletic program operations, eligibility requirements, league policies, and best practices in student-athlete development.
- Strong verbal and written communication skills to clearly and professionally share information with students, families, staff, and community partners.
- Proficiency in office software and technology, including word processing, spreadsheets, presentation tools, databases, and education-related applications.
- Solid accounting and budgeting skills, including tracking expenditures, processing financial transactions, and preparing reports.
- Exceptional organizational skills, with the ability to plan, prioritize, and manage multiple tasks and deadlines in a dynamic environment.

- Keen attention to detail and accuracy for maintaining compliance, eligibility, and financial documentation.
- Ability to interpret, apply, and communicate complex policies and procedures related to athletics, education, and tribal governance.
- Professionalism and discretion in handling confidential student, staff, and financial information.
- Strong interpersonal skills to build positive relationships and collaborate effectively with students, coaches, staff, community members, and tribal departments.
- Cultural competence and experience supporting Indigenous students and families, recognizing and respecting their cultural and educational needs.
- Effective problem-solving and decision-making skills, especially when addressing urgent issues or unexpected challenges.
- Ability to work independently and collaboratively as part of a team, adapting to shifting priorities as needed.
- Commitment to continuous learning and growth in areas such as educational leadership, athletics administration, and culturally responsive practices.
- Flexibility to work evenings and weekends to support athletic events and activities as required.
- Ability to maintain organized record-keeping systems for athletic eligibility, student-athlete data, and department financial records.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol-Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.
- Must be able to adhere to strict attendance expectations of the Lummi Nation School.

TERMS OF EMPLOYMENT:

- All elements of this job description apply.
- Academic School Year (12-month contract)
- Salary depends on qualifications.
- 90 Day Probationary Evaluation Period Applies.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.