**Work Plan**

1. Princeton High School Athletic Department
2. General Information:
   1. They are a Division I high school located just off of Interstate 75 just north of Cincinnati.
   2. 100 Viking Way, Cincinnati, Ohio, 45246
   3. To provide instruction with academics and to provide ways of athletic competition in the Greater Miami Conference
3. Key People:
   1. Ron Bolmer – High School Principal
   2. Joe Roberts – Athletic Director
   3. Tamette Duckworth – Assistant Athletic Director
   4. Matthew Weber – Middle School & Assistant Athletic Director
4. Supervisor Information:
   1. Matthew Weber
      1. Assistant Athletic Director
      2. Email: [mweber@vikingmail.org](mailto:mweber@vikingmail.org)
5. General Hours
   1. Constant email communication
   2. During school hours
      1. 7:00am – 3:00pm
   3. After school hours
      1. 7:00pm – 9:00pm
         1. Basketball Games
   4. Saturdays
      1. Changes every week
         1. Basketball Games
   5. Baseball Games
      1. 5:00pm – 7:00pm
   6. Baseball Practices
      1. 2:30pm – 4:30pm
6. Main Duties
   1. Help the athletic department with any meetings or documents
   2. Help run the facilities
   3. Help the athletic department with events
   4. Help Matt plan out the Golf Tournament
   5. Set ideas for the baseball fields usage in the summer
   6. Help set the budget through baseball
   7. Help baseball and the athletic department fundraise
7. Compensation
   1. Regular School Hours
      1. $150 a day
   2. Basketball Game Work
      1. $30 a game
   3. Baseball Season
      1. To Be Determined
8. Specific Goals
   1. My current goals include finishing my Masters while learning how an athletic department is ran. I am also getting my feet wet with coaching as I am the Varsity Assistant Baseball coach. Some of the goals that our team has discussed are returning Princeton athletics back to what they used to be.
9. Expected Learning Outcomes
   1. I expect to learn a lot about how a facility is operated and how the budgets of all these teams come together.
   2. Furthermore, I expect to learn how to plan out events and set up events using the facilities that are at my exposal.
   3. Also, I expect to learn how to keep track and maintain an attractive, interactive website where users can easily operate to where they need to be.
   4. Finally, I expect to build upon an interactive and accurate social media presence that allows the kids and adults to see their names and how they are doing for the availability to repost on their own social media platforms.