



Gull Lake Community Schools  
Richland, Michigan

## JOB POSTING

# High School/Middle School Athletic Event Coordinator

November 13, 2019

### Qualifications and Duties:

- A. Bachelor's degree in the area of education or athletic administration preferred
- B. Prior experience running and working tournament events
- C. Availability to work evenings and Saturdays is required
- D. May need to be available during school hours to assist the Athletic Director
- E. Recruit and assign workers for events as needed
- F. Must demonstrate patience and attention to detail
- G. Demonstrated successful experiences working with coaches, parents and school age children
- H. Prior experience as a supervisor preferred
- I. Professional in personal conduct and actions
- J. Possess strong organizational skills with ability to prioritize a multitude of tasks
- K. Demonstrate strong problem-solving skills
- L. Perform other duties as assigned by administration

### STATEMENT OF NON-DISCRIMINATION

The Board of Education does not discriminate on the basis of race, color, national origin, sex, including sexual orientation or transgender identity, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, in its programs and activities, including employment opportunities.

### CRIMINAL RECORDS CHECK

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

**Application Deadline: Until filled**

**Employment Dates: ASAP**

**Salary: \$10,000.00- \$15,000.00 per year**

**Apply To:** Candidates who are qualified and wish to be considered for this position must submit an Frontline online application at [www.gulllakecs.org](http://www.gulllakecs.org) that includes a letter and resume.

**Questions:** Contact - Tonya Kammeraad, Human Resources, [tkammeraad@gulllakecs.org](mailto:tkammeraad@gulllakecs.org)