

**CUMBERLAND REGIONAL SCHOOL DISTRICT
SEABROOK, NEW JERSEY**

JOB DESCRIPTION

FALL/WINTER SITE MANAGER

QUALIFICATIONS

1. Minimum: Valid Cumberland County substitute teacher's certificate.
2. Valid (state) teacher certificate preferred.
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

The Athletic Director or his/her designee.

PERFORMANCE RESPONSIBILITIES

1. Arrive on time (TBA).
2. Remain on site until the visitors' bus departs.
3. Ensure that support staff are on duty in proper attire (ticket takers, security, timers, scorers, etc.).
4. Check to see if the custodial staff has completed their set-up duties.
5. Set-up sound system with CD player and have National Anthem and Sportsmanship Conduct ready. If system fails have announcer ask everyone to stand for the Pledge of Allegiance.
6. Have personnel fill out vouchers where applicable.
7. Refreshments (water) for officials and locker room for dressing and showering.
8. Visitors' Team Room – be sure to unlock and lock team room door after the team enters the gym. Unlock this door at halftime and relock at end of contest.
9. Scan the entire facility for any potential safety problems or unsightly areas. If necessary contact a custodian.
10. Control spectator traffic during games and matches. Scan the crowd and address any unsportsmanlike behaviors.
11. At the completion of the contest observe exit of crowd for potential problems. Keep spectators off courts, fields, and mats.
12. Assign security guard to escort team to bus.
13. Return sound system to storage area.
14. Check the visitors' locker room for any vandalism and secure facility prior to leaving.

TERMS OF EMPLOYMENT

As determined by the Board of Education.

EVALUATION

Performance of this position will be evaluated by the Athletic Supervisor or his/her designee.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **February 12, 2009**
AMENDED: **February 27, 2014**
AMENDED: