

STANWOOD-CAMANO SCHOOL DISTRICT
HUMAN RESOURCES
JOB DESCRIPTION

TITLE: High School Athletic Event Manager

Classification: Certificated – Non-supervisory

REPORTS TO: High School Athletic Director

PURPOSE STATEMENT

The HS Athletic Event Manager will help to provide a safe, well organized event for student athletes and event attendees and to provide support as directed by the HS Administration at athletic events.

ESSENTIAL FUNCTIONS

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties and other duties as assigned:

- Check on gym/field set-up and assure that the game area is ready for play
- Assist with set-up of athletic fields/game areas per the direction of the building administrator.
- Welcome the officials and if necessary show them where they can change or what room they can use during half time.
- Greet the visiting coaches and administrators.
- Monitor and assist in the management of fans. Assure that fans are in appropriate areas and that they are respectful to the facilities and others at the event.
- Be visible to event participants.
- During half time, escort the opposing team to and from their locker room/designated changing area. Make sure area is locked when not in use.
- Keep aisles and exits clear and unblocked.
- Enforce district regulations and guidelines for the contest being played.
- In the event of emergency and in the absence of the building administrator, do what is necessary to ensure the safety of all participants and spectators.
- Provide first aid and make sound judgment regarding calling emergency personnel in the event of injury.
- Assist with tear-down of athletic fields/game areas per the direction of the building administrator.
- Assure that all equipment related to the event is put away and secured.
- Assure that all offices, locker rooms; and other areas not necessary to the event are locked. Only restrooms should be unlocked during the contest.
- Return all borrowed keys, radios, or cell phones to the office and make sure the office is locked.
- Assure that ticket sellers and ticket takers are in place
- If directed, assist sales staff with ticket/gate reconciliation
- If directed, be responsible for gate and concessions deposits

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities

- Strong oral and written communication skills.
- Ability to work in a positive way with students, parents, and community members.
- Knowledge of district regulations and guidelines for each event.
- Ability to lift, move, and set-up event equipment.
- Knowledge or ability to learn how to set-up and use sound system and scoreboards.
- Ability to work with coaches, officials and administrators to assure a safe environment for participants and spectators.
- Ability to provide leadership that assures student and spectator safety in emergency situations.

Working Environment

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.

Game managers will work in a variety of outdoor settings or a gymnasium depending upon the event. Must be willing to work outdoors in inclement weather; may be required to lift, carry equipment, walk, and stand for prolonged periods; may be exposed to high noise levels and childhood diseases; and may experience a multitude of demands and changing priorities with frequent interruptions.

Experience Experience working with students and community at athletic events required. Coaching experience preferred.

Special Requirements

- Valid First Aid/CPR/AED card or ability to attain one
- Washington State Patrol and FBI Fingerprint Clearance.
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.
- HIV/HBV Training (obtain within 60 days of hire date-district provided)
- Sexual Harassment Training (obtain within 60 days of hire date-district provided)

Continuing Ed./Training

Certificates

First Aid/CPR/AED

FLSA Status:

Exempt

Salary Range:

\$75 for a single contest event

\$125 for an event that may include multiple contests.

Classification History

Job Description Developed: 10/2008

Revised:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.