Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Athletics Stadium/Event Manager**	FLSA Status:	**Non-Exempt**
Job Family:	**Athletics**	Pay Range:	**S Schedule-M8/01**
Prepared/Revised Date:	**August 1, 2024**	Job Code:	**63210**

SUMMARY: Serve as event manager for athletic events held at district stadiums. Responsible for all aspects of event management. Coordinate with the District Athletics office regarding event preparation and general stadium maintenance. Support coaches, officials, and athletic administration on-site. Events and games tend to occur on weekdays during evening hours and limited Saturdays.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency Daily = **D** Weekly = **W** Monthly = **M** Quarterly = **Q** Annually = **A**	% of Time On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Attend and monitor all games assigned during the fall and spring athletic seasons, including special events. Support the concessionaire, district security, press box personnel, ticket sellers, athletic administration and coaches as needed throughout the event. Work as an effective part of the District Athletics office by responding to schedule changes and special requests with flexibility in a positive manner and by taking initiative to resolve conflicts with others independently.	D	30%
2. Manage day-to-day activities of events. Set up athletic equipment and open stadium areas prior to events. Greet teams, coaches, athletic trainers, bus drivers, officials and direct them to respective areas. Monitor events with awareness of spectator and athlete safety. Make decisions regarding weather-related issues. At the conclusion of events, tear down equipment, secure all gates, locker rooms, concession area, and storage areas.	D	30%
3. Perform light maintenance duties including field and stadium prep for all events. Frequent inspection of stadiums for safety and take corrective actions. Light duty maintenance may include blowing concourses and bleachers; reattaching wind screens, moving tables/chairs, raking jump pits, debris removal and moving athletic equipment. Perform minor repairs, submit work orders requests for repairs and modification projects.	D	15%
4. Assist with various press box duties and troubleshoot problems that arise: some duties include digital videoboard set up, use of laptop computer and iPads with appropriate apps, and stadium sound system checks for public address announcer and officials.	D	10%
5. Respond to emergency situations and be the point of contact for various entities, including District security, coaches, administrators and first responders.	D	5%
6. Attend work and arrive in a timely manner.	D	1%
7. Organize storage areas for athletic and maintenance equipment, hand tools and supplies for easy access and inventory purposes. Inspect athletic equipment and report any concerns including any maintenance and/or facility concerns to the District Athletic office for work order requests.	W	5%
8. Perform other duties as assigned.	Ongoing	4%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent
- No experience required

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver's license
- CPR and First Aid certifications

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills, including the ability to communicate effectively in stressful situations and take direction both verbally and in writing
- English language skills
- Interpersonal relations skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills, including the ability to make independent decisions
- Ability to organize, prioritize and perform multiple tasks with little supervision
- Ability to work effectively with a team or individually
- Ability to develop and maintain dialogue and positive working relationships with administrators and athletic staff
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to work independently and make decisions regarding weather-related issues
- Ability to work in extreme hot and cold temperatures
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, Outlook, FrontPage and/or other department software packages
- Operating knowledge of an experience with typical office equipment, such as telephones, copier, fax machine, e-mail, etc.
- Ability to learn the stadium's video and audio systems, including the set-up and game-day operation of the operating systems.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit		x		
Use hands to finger, handle, or feed				x
Reach with hands and arms				x
Climb or balance			x	
Stoop, kneel, crouch, or crawl			x	
Talk			x	
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds			x	
Up to 50 pounds		x		
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		x		
Analyze		x		
Communicate			x	
Copy		x		
Coordinate			x	
Instruct			x	
Compute		x		
Synthesize		x		
Evaluate		x		
Interpersonal Skills		x		
Compile		x		
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		x		
Work near moving mechanical parts		x		
Work in high, precarious places		x		
Fumes or airborne particles		x		
Toxic or caustic chemicals		x		
Outdoor weather conditions				x
Extreme cold (non-weather)		x		
Extreme heat (non-weather)		x		
Risk of electrical shock		x		
Work with explosives	x			
Risk of radiation	x			
Vibration		x		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	x
Very Loud	