

Inter-Lakes School District Job Description



Title: Event Staff	Date: October 22, 2026
Classification: N/A	Terms of Employment: Part-Time/Seasonal (Evening Shifts)
Reports To: Principal, Assistant Principal, Athletic Director or designee	Supervises: n/a

QUALIFICATIONS:

1. Strong verbal communication and conflict-resolution skills.
2. Comfortable working outdoors during evening and nighttime hours.
3. Ability to stand and walk for extended periods.
4. Reliable, alert, and capable of maintaining a professional demeanor in high-energy event environments.
5. Experience working with children in a variety of settings; school setting preferred.

JOB OBJECTIVE:

Event Staff are friendly, dependable, and committed to maintaining a safe environment during evening sporting events. Responsibilities include supporting crowd safety, monitoring event perimeters, controlling access to restricted areas, and ensuring spectators remain in designated, well-lit areas throughout the event.

ESSENTIAL JOB FUNCTIONS*:

1. **Access Control:** Monitor entry points, gates, field sidelines, and restricted zones to prevent unauthorized entry.
2. **Perimeter & Safety Monitoring:** Patrol designated areas to ensure spectators stay within well-lit public zones and away from unlit, hazardous, or restricted grounds.
3. **Crowd Management:** Politely direct guests toward seating, restrooms, and concessions while preventing congregating near restricted access points.
4. **Incident Reporting:** Promptly report safety hazards, facility issues, or uncooperative behavior to event supervisors or law enforcement if on site.
5. **Guest Assistance:** Serve as a helpful point of contact for spectators seeking basic information or directions.
6. Performs other duties as assigned.

WORKING CONDITIONS:

Primary setting outdoors. Walking and standing for extended periods.

OTHER:

Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Print)

Date

Employee Signature

*** External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**