



## Fort Cherry School District

### Job Description

<b>Title:</b>	Athletic Site/Game Manager
<b>Overview:</b>	Employee shall assist with management and supervision of the District's sporting games/events
<b>Location:</b>	Athletic Office
<b>Reports to:</b>	Athletic Director
<b>Supervises:</b>	NA
<b>Coordinates with:</b>	All Administrative and Supervisory Personnel of the School District

#### Essential Duties:

1. Serves as liaison between District stakeholders, officials, visiting teams, and spectators
2. Adheres to FCSD Safety and Crisis Manual
3. Maintains order and safety throughout the event/activity
4. Works cooperatively with all Coaches, Athletic Directors, Officials, and Safety Personnel
5. Record, submit, and maintain necessary forms and paperwork
6. Report injuries to safety personnel, Athletic Director, coach and/or athletic trainer as incident happens or is reported
7. Enforce all rules of the District and State related to event management and spectatorship
8. Monitor spectator behavior and enforce sportsmanlike behavior

9. Ensure a positive environment free of hazing, harassment, bullying and intimidating language and behaviors
10. Oversee the safety condition of the facility or area in which assigned sport is conducted
11. Enforce rules and regulations concerning facility use, viewing, and admittance
12. Provide supervision of facility, coaches, student athletes, and views until they have left the building and/or site
13. Ensure that all windows, doors, and gates are locked in any area that has been used
14. Attend athletic conference meetings, trainings, and state conferences as needed
15. Communicate effectively with all members of the District and Community
16. Maintain confidentiality
17. Support the mission, vision, and belief statements of the District
18. Any other responsibilities assigned by the Superintendent/Building Principal/Athletic Director

**Qualifications and Skills:**

- High School Diploma
- Demonstrate working knowledge of Federal, State, and Local rules and regulations related to athletics
- Demonstrate strong communication skills both verbal and written
- Ability to work well with others and have positive attitude
- Ability to organize, supervise, and set priorities
- Ability to multi-task and exercise good judgment while working in a dynamic environment
- Ability to respond sensitively to common inquiries or complaints
- Ability to supervise and manage others
- Ability to work independently and be self-motivated
- Ability to gain all clearances and requirements set forth by federal, state, and local regulations

- Any addition to the above qualifications/skills as be determined by the Board of School Directors/Superintendent

**Terms of Employment:**

Employment obligations will be defined by Athletic Director's needs

**Evaluation:**

Job performance will be evaluated on an as needs basis