

Seasonal Athletic Event Supervisor

D127 STUDENTS AND STAFF ARE...



Job Description

LOCATION: GCHS/GNHS

REPORTS TO: Athletic Director

TERM: Fall, Winter or Spring Athletic Season

POSITION SUMMARY:

The Seasonal Athletic Event Supervisor is responsible for providing a safe and well organized event for student-athletes and event attendees. Seasonal Athletic Event Supervisors will be assigned to oversee athletic contests by the Athletic Director per season (fall, winter, and spring).

GENERAL RESPONSIBILITIES:

Supervision of events will include weeknight and weekend hours assigned by the Athletic Director. The list of job functions are not exhaustive and may be supplemented as necessary. Depending on assignment, the Seasonal Athletic Event Supervisor may perform all or a combination of several of the duties listed below.

QUALIFICATION - EXPERIENCE - KNOWLEDGE

- Coaching Experience: Required
- Head Coaching Experience: Strongly Preferred
- Education: Preferred candidates will hold or be pursuing Educational Leadership degree
- Experience working with students and community at athletic events
- Strong communication skills
- Ability to work in a positive way with students, parents, and community members
- Knowledge of district and conference regulations and guidelines pertaining to events
- Ability to lift, move, and set-up event equipment
- Knowledge or ability to learn how to set-up and use sound systems, scoreboards, etc.
- Ability to work with coaches, officials, and administrators to ensure spectator and participant safety in event of an emergency

ESSENTIAL FUNCTIONS:

- Oversee event from start to finish

- Check gym/field set-up to assure that the facility is ready for competition
- Assist with set-up of gym/field areas if necessary
- Check in event workers, confirm assignments, and provide them with the day of information to help inform their responsibilities
- Welcome officials, direct them to locker room, provide essential hospitality/on site facility awareness, and assure a safe exit from school
- Greet visiting team, coaches, and administrators, direct them to the locker room/classroom, and assure a safe exit from school.
- Monitor and assist in the management of fans and inappropriate/unsportsmanlike behavior
- Report any situations to administration
- Be visible to event participants and fans throughout the competition
- During halftime, escort opposing teams and officials escorted to and from their locker room/designated changing area
- Enforce district and conference regulations and guidelines for the contest
- In the event of an emergency or severe weather, do what is necessary to provide safety for participants and spectators.
- Ensure all equipment related to the event is put away and secure prior to leaving

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle or feel objects, tools or controls, and talk or hear. The employee frequently is required to reach with hands and arms. The employee occasionally must squat, stoop or kneel, reach above the head and reach forward. The employee will, at times, be required to lift up to 40 lbs.

WORK ENVIRONMENT:

- The usual and customary methods of performing the job's functions require the following physical demands; lifting, carrying, pushing and/or pulling. Generally the job requires 25% sitting, with the remainder of time standing and moving according to the physical requirements listed above.
- There will be an annual performance evaluation for this position.

FLSA STATUS: Exempt

Grayslake High School District 127 is an Equal Opportunity Employer. It is the policy and practice of District 127 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 127 ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap. The District has a policy of active recruitment of qualified minority teachers and non-certificated employees. Any individual needing assistance in making application for this position should contact the office of the superintendent.