

**WARREN COUNTY PUBLIC SCHOOLS
POSITION DESCRIPTION**

JOB TITLE: Event Manager	LOCATION: Division High Schools
	JOB CATEGORY: Supplement
IMMEDIATE SUPERVISOR: Building Administrator and Athletic Director	PAY GRADE: Supplemental Scale
	FLSA STATUS: Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK

Assists the Athletic Director with facilities management and crowd control before, during and after an event.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- ◆ Sets up facilities prior to event to be game ready;
- ◆ Complies with the rules and regulations of the Virginia High School League, respective school, district, conference and regional councils;
- ◆ Serves as crowd control during a contest;
- ◆ Escort officials as needed;
- ◆ Assist ticket takers as needed;
- ◆ All other duties as assigned by Athletic Director.

KNOWLEDGE, SKILLS, AND ABILITIES

The candidate must possess the ability to establish good working relationships with students, coaches, administrators, parents, and other school-community members.

EDUCATION AND EXPERIENCE

Candidate must possess any combination of education and experience equivalent to completion of high school. Experience as a participant and/or assistant/coach is preferred.

PHYSICAL DEMANDS/REQUIREMENTS

Duties performed typically in settings related to athletics and include, but not limited to: gymnasiums, sport fields, locker rooms, activity buses, weight rooms, and other home and away recreational areas. Frequent walking, stooping, standing, lifting, up to approximately 50 pounds, and occasional lifting of equipment/objects weighing in excess of 75 pounds. Other physical activities are required. Travel with students, coaches, trainers, and teams on athletic related trips is required. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for determining injuries/illnesses; the worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Contact with athletic coaches, athletic trainers, administration, staff, and parents is required. Contact with medical professionals may be required. Frequent contact with parents by phone and in person is necessary.

EVALUATION

The Athletic Director will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.