

## **ATHLETIC EVENTS COORDINATOR**

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### **Purpose Statement:**

The job of Athletic Events Coordinator is done for the purpose/s of providing support and assistance to the Athletic Director by facilitating, coordinating, supporting, and implementing programs and activities for interscholastic activities.

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### **Essential Functions**

- Acquire cash boxes before and after each paid event for the purpose of providing distribution of tickets and cash to designated ticket seller(s) in a secure manner .
- Assists the Athletic Director with daily tasks (e.g. advance preparations, set-up, and running of athletic events) for the purpose of facilitating and conducting an effective interscholastic program.
- Collaborates daily with the Athletic Director for the purpose of reviewing previously assigned tasks still pending and receive an update of new tasks to be completed.
- Collaborates with Athletic Director and/or other designated person(s) in preparing and maintaining records and databases for the purpose of maintaining supporting data for interscholastic athletics.
- Completes and finishes other duties as assigned for the purpose of assisting the Athletic Director in the operation of the athletic program.
- Coordinates and oversees athletic contests (e.g. all home and some road) for the purpose of arranging details and serving in a supervisory capacity.
- Coordinates with maintenance facility personnel (e.g. setting up for activity and restoring facility after activity) for the purpose of meeting the needs of a specific activity and restoring facility to original state.
- Greets athletic events officials for the purpose of providing information related to their assignment, answers questions, provides needed assistance, and payment for their services.
- Interacts with a variety of entities (e.g. television and radio crews) for the purpose of game coverage.
- Listens to and responds to requests from the Athletic Director for the purpose of ensuring the mission of interscholastic activities is being met.
- Participates in meetings and workshops for the purpose of conveying and/or gathering information required to help sustain the interscholastic athletic program.
- Prepares and/or distributes documents, reports, and written materials as requested by the Athletic Director for the purpose of providing written support , ensuring accuracy of information, developing recommendations and/or conveying information to the Athletic Director.
- Presents clear, concise written and verbal communications for the purpose of ensuring that functions are being completed adequately.
- Supports assigned administrative and department personnel for the purpose of providing assistance with their administrative functions.
- Verifies the personnel assigned to work the event by the Athletic Director are in attendance and fulfilling their duty(duties) as assigned for the purpose of assuring the event is adequately staffed and supervised.
- Welcomes visiting school (e.g. teams, coaches, and administrators) for the purpose of answering questions and escorting and/or directing them to their designed facility area.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; operating standard office equipment including using pertinent software applications, Internet and email (expected to learn specialized applications).

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: health standards and hazards, safety practices and procedures, business telephone etiquette, concepts of grammar and punctuation

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: traveling; working nights/weekends; being attentive to detail; maintaining confidentiality; meeting deadlines and schedules; setting priorities; establishing effective working relationships; and strong verbal and written communication abilities.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under some temperature extremes and in a clean atmosphere.

**Experience** Job related experience with increasing levels of responsibility is desired.

**Education** Targeted job related education that meets organization's prerequisite requirements.

**Required Testing**

Physical Exam/TB Screening

**Certificates & Licenses**

Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

None Specified

**Clearances**

Kansas Bureau of Investigations/Social & Rehabilitation Services

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**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Classified 21