

JOB DISCRIPTION: GAME MANAGER

Under the direction of the Athletic Director

Responsible for supervision and management of home athletic contests

Approximately 50+ events/year.

KNOWLEDGE, SKILLS & ABILITIES

A strong knowledge of sports, including but not limited to rules, equipment, and playing areas. Ability to recognize safety concerns & provide a safe environment for players, coaches & spectators. Ability to establish a positive rapport by using tact and discretion with players, officials and staff. Ability to work independently under general supervision. Ability to work flexible hours including evening and weekend hours.

DUTIES AND RESPONSIBILITIES

Supervision and management of home athletic contests.

Recruit and schedule staff for gate and concessions (typically family members of athletes). AD will schedule officials, clock and book help.

Monitor concessions so it is ready for home events (cleaning and filling inventory) AD will continue to order supplies for concessions.

Oversee game day staff, work with other department staff (i.e. coaches, custodians), as well as visiting teams, and game officials.

Assume a leadership role in communications with visiting teams. Assist teams with bus drop-off and pick-up, parking, locker room assignments, and any other needs they may have.

Assist with physical setup and breakdown of events as needed. Inspect fields/gym for any areas of concern prior to and between contests.

Have the ability to multi-task and maintain sound decision making in a faced paced environment.

Observe participants and spectators and mediate any disputes between athletes, coach and/or spectators should they arise. Resolve complaints or problems that arrive during events. Maintain positive relationships with coaches, school personnel, officials and the public. Communicate with the Athletic Director any situations requiring additional attention.

Compile and submit to the Athletic Director accurate accident/incident reports.

Count and deposit revenue from each home event. Keep cash boxes for gate and concessions set for each new event.

Must have excellent communication skills and be able to relate to other people in a professional manner. Perform duties both indoors and outdoors in various weather conditions.

If you have questions or are interested in this assignment, please contact:

Melony Haskin, Athletic Director
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