Job Description

Job Title: Athletic Event Worker

Classification: Supplemental

Salary Schedule:

Department: Building

Reports To: Athletic Director or Building Principal

FLSA Status: Non-Exempt

Date: April 2020

Approved by : Northwest Local School District Board of Education

Job Summary: Performs any combination of following tasks and/or assignments during high school and/or middle school extracurricular events.

Job Qualifications:

1. High School Diploma or equivalency
2. Acceptable background check
1. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Essential Duties:

1. The following assignments/tasks could be assigned for any particular extracurricular event: event manager, press box manager, announcer, timekeeper, scoreboard operator, statistician, ticket taker, light & sound operator, etc.
2. To perform any other related duties assigned by the athletic director or school administrator.

Other Duties and Responsibilities

1. **Problem Solving** - Identifies and resolves problems in a timely manner; develop alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
2. **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains

confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

3. **Oral and written communication** - Communicates clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
4. **Teamwork** - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit.
5. **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
6. **Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
7. **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
8. **Judgement** - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.
9. **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
10. **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
11. **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
12. **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Physical Requirements:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast paced, highly intensive work environment. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Terms of Employment: 185 days

Title: Athletic Event Worker

Employee: _____
(Print name)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I am able to perform the key functions of the position.

_____ _____

(Signature) (Date)

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee of this job. The employee will be required to follow the instructions and perform the duties required by the position's supervisor, appointing authority, or designee.

_____ _____

(Superintendent or designee) (Date)