

**TITLE:** High School Athletic Facilities Coordinator

**REPORTS TO:** Superintendent/Building Administrator

**FAIR LABOR STANDARDS ACT (FLSA):** Exempt. This position requires an extra-duty contract.

**QUALIFICATIONS:**

1. Submit to a criminal history check as required by the school district.
2. Be at least 21 years of age at the time of initial employment.
3. High School Diploma.
4. Have the necessary technical skills for the work.
5. Such alternative to the above qualifications as the Board may find appropriate and acceptable.
6. Must be proficient in English both oral and written.
7. Ability to work flexible hours.

**JOB GOALS:**

1. To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.
2. To maintain the athletic facilities in a condition of operating excellence so that full educational use of them may be made at all times.

**ESSENTIAL JOB FUNCTIONS:**

**I. Personal Qualities:**

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

**II. General Duties**

1. Reports major repairs needed promptly to the building administrator.
2. Reports immediately to the building administrator any damage to school property.
3. Remains on the school premises during school hours, and during non-school hours when the use of the building has been authorized and his/her attendance is required by the building administrator.
4. Depending on hours worked, may assume responsibility for the (opening and) closing of the building each school day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off. Makes sure the building alarm is properly set before leaving the building.
5. Accesses a computer and checks on announcements and notices on a daily basis.
6. Uses a computer to complete employment data on a daily basis including but not limited by days and/or hours worked, days absent and/or present and relevant history such as sick leave and personal leave.
7. Performs other tasks as assigned by the building administrator.
8. Responsible for all athletic facility set up (bleachers, painting lines, garbage cans,

- scoreboards, etc.)
9. Responsible for arranging and coordinating athletic facility custodial.
  10. Will run, or secure someone to run, scoreboards, clocks, etc.
  11. Will assist with supervision when needed.
  12. Will attend monthly booster club meetings to act as an athletic facilities liaison.
  13. Will coordinate athletic facility repair/maintenance/construction with the Athletic Director and Superintendent.
  14. Responsible for coordinating care and mowing of athletic facilities, including watering during summer months.
  15. Will make minor repairs as needed.
  16. Will attend Safety Committee meetings as the athletic facilities liaison.
  17. Other duties as assigned.

### III. Timeliness

The employee demonstrates a willingness and ability to model appropriate behavior in being timely.

1. Manages time properly.
2. Returns requests for information by the date and time specified.
3. Attends all meetings as required; attends in a prompt manner and remains throughout the meeting.
4. Arrives on time and work scheduled hours.
5. Notifies the building administrator in the event of illness.
6. Promptly informs the building administrator of problems that need attention.

**Physical Qualifications:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If this position is shared between campuses, driving may be necessary. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 50 pounds, and occasionally lift, carry, and/or move up to 100 pounds.

**Terms of Employment:** Athletic Facilities Coordinator will be hired on an as needed basis.

**Mandatory Child Abuse Reporting:** As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

**Evaluation:** Performance of this position will be evaluated annually.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_