

## JOB DESCRIPTION

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**BAND    GRADE    SUBGRADE    WORKING CONDITIONS**

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<b>JOB TITLE</b>	<b>CONTRACT REFERENCE</b>
Site Manager	FEA Master Agreement

<b>TITLE OF IMMEDIATE SUPERVISOR</b>	<b>VERSION DATE</b>
Activities Director or Event Designee	January 2016

**JOB SUMMARY**

To supervise event sites and event staff.

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<b>TASK NO.</b>	<b>FREQUENCY</b>	<b>BAND/GRADE</b>
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The essential functions of this job may include, but are not limited to, the following fundamental job duties:		
1.	Contact Activities Director the day of the competition for any changes.	
2.	Obtain cash box, programs, official's vouchers and other related items from Activities Assistant.	
3.	Set up competition area including any lower level areas if needed. Set-up ticket area and concessions if needed. Set-up scoring area, sound system, and score clock(s).	
4.	Greet visiting team and officials when they arrive and escort them to the locker room facilities if needed.	
5.	Coordinate and direct supervision staff and security personnel throughout the event.	
6.	Maintain a safe, secure, and hospitable environment.	
7.	Collect official's vouchers and cashbox. Leave where directed by the Activities Office.	
8.	Dismiss supervisory staff only after the game is over and the crowd has left the site.	
9.	Be sure to check-in with Fridley head coach before leaving and ensure that all non-player students and adults have left the building.	
10.	Other duties as assigned.	

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**QUALIFICATIONS** (Specific training or job experience required before appointment)

- Experience with extracurricular activities and events.
- Conflict resolution skills preferred.

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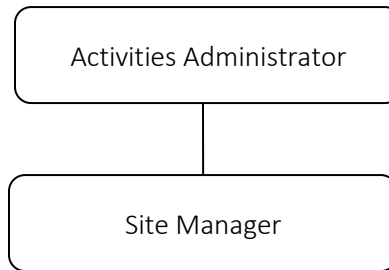
**JOB TITLE**

Site Manager

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**CONTRACT REFERENCE**FEA Master Agreement

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**ORGANIZATIONAL RELATIONSHIPS**

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**SYMBOLS**

DIRECT SUPERVISION



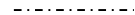
INDIRECT SUPERVISION



WORK DIRECTION



ADVISE/INFORM

**PHYSICAL FACTORS**

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. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

**NON EXEMPT**

Not to exceed 40 hours per week.