

TITLE: Events/Equipment Manager

REPORTS TO: District Supervisor of Athletics

RESPONSIBILITIES

- 1) Coordinate the hiring and assigning of all contest management staff
- 2) Offer annual training and communicate expectations to all game management personnel.
- 3) In the absence of the Event/Equipment Manager being present at an event, assign a 'lead supervisor'.
- 4) Forward completed time cards and vouchers of game officials to the Coordinator in the building.
- 5) Work with interested groups to coordinate the assigning and scheduling of concessions for events
- 6) Coordinate ticket sales, the collection, recording and depositing of monies collected at interscholastic events.
- 7) Coordinate the assigning of locker rooms for evening activities.
- 8) Responsible for organizing, cleaning and the upkeep of any equipment, materials/supplies and uniform storage areas.
- 9) Coordinate the assigning of specific storage areas for each sport
- 10) Keep accurate records and establish necessary inventory controls and protocols for the distribution and collection of equipment, materials/supplies and uniforms.
- 11) Assist the Athletic Director/Coordinator in receiving new supplies upon delivery at the school and securing said supplies.
- 12) Run all facets of the Awards Program with and for coaches.