

GARRARD COUNTY SCHOOLS
Job Description

CLASS TITLE: GAME MANAGER

REPORTS TO: School Principal / Designee

EXEMPT STATUS: Exempt

APPROVED:

BASIC FUNCTION:

The Game Manager will help to provide a safe and well-organized sports event to the school athlete and event attendees and provide the necessary support to the building administration during athletic events as directed.

DUTIES AND RESPONSIBILITIES:

- Check on gym/field/course set-up and ensure the game area is ready for play.
- Assist with set-up and tear down of athletic fields/game areas per the direction of the building administrator.
- Monitor and assist in the management of athletes and fans. Ensure fans are in appropriate areas and that they are respectful to the facilities and others at the event.
- Be visible to event participants.
- Ensure all offices, locker rooms, and other areas not necessary to the event are locked. Only restrooms should be unlocked during the contest.
- During half-time, escort the opposing team to and from their locker room/designated changing area. Make sure the area is locked when not in use.
- Keep aisles and exits clear and unblocked.
- Enforce district regulations and guidelines for the contest being played.
- In the event of an emergency and the absence of the building administrator, do what is necessary to ensure the safety of all participants and spectators.
- Assist in putting all equipment away and ensure that it is secured.
- Returned all borrowed keys, radios, or cell phones to the office and made sure the office was locked.
- Welcome the officials and greet the visiting coaches and administrators upon arrival and at Half time.
- Provide first aid and make a sound judgment regarding calling emergency personnel in the event of injury.
- Assist with scorekeeping/announcing if needed.
- Meet with Athletic Director weekly to discuss weekly plans for athletics.
- Other duties as needed

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Fundamentals of various sports.
- Health and safety regulations.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Assist coaches on one or more sports.
- Understand and follow oral and written directions.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Lift objects weighing up to 50 pounds.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a high school diploma or G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of coaching certification, criminal record check, and current certification in first aid and CPR.