POSITION DESCRIPTION

TITLE: Stadium Supervisor
LOCATION: McKenzie Stadium
REPORTS TO: Executive Director of Facilities
DEPARTMENT: Facilities

SUMMARY STATEMENT:
The Stadium Supervisor is responsible for obtaining an accurate schedule of community and school activities at McKenzie Stadium and unlocking the stadium for community groups having valid facility usage agreements. The Stadium Supervisor is also responsible for setting up and putting away requested equipment and making sure the stadium is returned to its original condition after the group(s) depart. At the close of the event, the Stadium Supervisor is required to secure the stadium.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with students, staff, and the public.
2. Obtain an accurate schedule of activities for McKenzie Stadium, checking facility usage agreements for possible conflicts.
3. Communicate with the Building Rentals office via e-mail and telephone to make staff aware of scheduling conflicts and usage-related problems.
4. Unlock the stadium for high school football and soccer games, community use and other events, and secure it at the close of the activities.
5. Regularly update the McKenzie reader board with current activities.
6. Check all rest rooms and lockers for proper operation.
7. Set security alarm in all areas.
8. Keep a nightly log of work performed in the stadium.
9. Enforce District rules regarding use of school facilities.
10. Set up and put away yard markers, corner markers, chain markers, American flag, corner flags, pylons, goals, tables, chairs, public address equipment, lights, gates, and any other equipment.

OTHER RESPONSIBILITIES:
1. Make decisions regarding changing stadium usage arrangements in the event of conflicts or other unforeseen problems.
2. Submit written reports of all injuries which occur during organized community use of the stadium.

PHYSICAL DEMANDS REQUIRED:
- Vision (66-100%)
- Speaking (66-100%)
- Hearing (66-100%)
- Stooping (33-66%)
- Lifting/Carrying Up to 50 lbs. individually, 75 lbs. with assistance (33-66%)
- Sitting (33-66%)
- Reaching (33-66%)
- Bending (33-66%)
- Walking (66-100%)
- Use of hands and/or arms for repetitive motion (66-100%)
- Writing (66-100%)
- Acceptable Attendance
- Standing (66-100%)
- Pushing/Pulling (33-66%)

MENTAL DEMANDS REQUIRED:
Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), telephone, keys, Stadium Supervisor notebook, flashlight, mops, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Previous experience working with the public and staff.
2. Demonstrated ability to communicate effectively with a positive attitude.
3. Demonstrated ability to keep an accurate calendar and an organized notebook.
4. Knowledge of or willingness to learn computer skills.
5. Demonstrated organizational skills and the ability to follow through.
6. Must possess a current First Aid/CPR card, or be able to acquire within 30 days.
7. Demonstrated ability to secure schools and return equipment and rooms to original condition.
8. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

Variable Days Per Year (Includes Holidays)
Variable Hrs. Per Day

PSE: ___________________________ Date: _________________

District: ___________________________ Date: _________________

Revised Date: 02/18/2010
Classification: Service Workers
Class: Class E
Display on Web? Yes

Stadium Supervisor