



## JOB DESCRIPTION

**Title:** Athletics Game Manager

**Reports To:** Athletic Director

**Supervises:** Volunteers

### SUMMARY OF POSITION, FUNCTION, AND DUTIES

Under direction of the Athletic Director, the Athletics Game Manager is responsible for organizing the athletics venue being used for a sports contest and coordinating with coaches and volunteers to ensure that all necessary people are in position and knowledgeable of the required tasks prior to the scheduled start of each contest.

### ESSENTIAL JOB QUALIFICATIONS AND REQUIREMENTS

#### PERSONAL BELIEF & BEHAVIOR

- Must be a born-again Christian whose lifestyle and character demonstrate obedience to God and the Bible and express agreement with the school's doctrinal viewpoints, statement of faith, and Christian lifestyle requirements.
- Must be able to serve as a positive Christian role model to others in the school context.
- Must be able to accept and support the school's core beliefs, statement of faith, and doctrine.
- Must have an understanding of and commitment to SCS's educational objectives and philosophy of education.
- Must possess sufficient biblical knowledge that enables the individual to integrate Scripture into subjects taught, sports coached, or other job duties assigned, thus imparting to students a biblical worldview position.
- Must faithfully attend a local church whose fundamental beliefs are in agreement with the statement of faith and doctrine of this school.
- Must affirm that he/she believes that working and ministering in this Christian school would be pleasing to God, would be consistent with his/her purpose in life, and would be good stewardship of his/her time, talent, and professional abilities.
- Must enjoy working with young people.

#### GENERAL DUTIES

- Duties are for high school and middle school sports, including volleyball, basketball, soccer, baseball and softball unless otherwise noted.
- Check locker rooms prior to the start of each contest to ensure they are ready for both home and away teams
- Create room signs for each contest giving direction to the visiting team and officials
- Set up home and away team bench areas with 12 chairs and ensure the chairs are properly returned to the cart after the event
- Set up the room designated for officials with three chairs and ensure the room is returned to its pre-game state after the event (returning chairs, checking for trash/left items, locking door)
- Set up the scorer's table, game clock and sound system. Ensure all items are powered down and returned to their original places after the event
- Pull out all bleachers prior to the start of the event
- (Basketball only) – Raise side hoops
- (Volleyball only) – Raise end hoops

- Coordinate with the Booster Club and volunteers for setup of gate and concession tables/chairs
- Operate the score board during the event
- Manage all pre-game and in game PA announcements and music – warm-up music, starting line-ups, FHSAA sportsmanship announcements, etc.
- Conduct walk-through at the conclusion of the final contest – putting away sports equipment, returning extra chairs to cart, general clean-up of team and score table area, shutting off sound system/scoreboards and gym lights
- Other game related duties as assigned