

HIGHLINE PUBLIC SCHOOLS Job Description

JOB TITLE: EVENTS STAFF

WORK DAYS PER FISCAL YEAR: As Needed – This is an on-call position.

SUMMARY: Event Staff perform a variety of duties at athletics events. Examples include ticket seller, ticket taker, scorekeeper, score clock operator, announcer, official for individual track and field events, crowd supervisor, field attendant, event manager, etc. Individuals hired to perform event staff duties would be placed in a role for which they are most skilled and experienced with training provided as needed.

CONTEXT AND WHO WE ARE: Highline Public Schools serves students and families in the communities of Burien, Des Moines, Normandy Park, SeaTac and White Center in Washington state.

OUR PROMISE: *Every student in Highline Public Schools is known by name, strength and need, and graduates prepared for the future they choose.*

In 2013, families, students, staff and community members across Highline came together to develop a strategic plan that reflects our goals and dreams for students. Our strategic plan is our equity plan and is guided by Our Promise. In 2023, the strategic plan was updated to guide our work, identifying four bold goals:

- **Culture of Belonging:** *A culture where all are welcome, valued, and safe.*
- **Innovative Learning:** *Academic experiences that engage, empower, and challenge every student.*
- **Bilingual & Biliterate:** *Multicultural skills that enable students to live, work, and communicate across cultures.*
- **Future Ready:** *Students explore possibilities and develop mindsets that prepare them for a changing future.*

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ticket Seller: Accepts cash and issues correct change.

Ticket Taker: Collects tickets at the admission gate.

Scorekeeper: Records rules-required information in official scorebook.

Scoreclock Operator: Tracks time and score on the electronic scoreboard.

Announcer: Serves as public address announcer at stadium or school events.

Track and Field Official: Serves as lead or support individual for running or throwing events (training provided).

Crowd Supervisor: Monitors crowd behavior and/or an assigned area of the Stadium during events.

Field Attendant: Oversees school and/or community users at stadium or school field venues.

Event Manager: Oversees school and/or community users at events held in school gyms.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

16 years of age

OTHER REQUIREMENTS:

Ability and willingness to work flexible hours including day, evenings and weekends

CONDITIONS OF EMPLOYMENT:

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Criminal Background Clearance

All certificates, licenses, endorsements, permits, and vaccines (absent exemption) as required for this position by state and local authorities

KNOWLEDGE OF:

Customer service and public relations skills

Positive oral communication methods

ABILITY TO:

Perform basic math; issue correct change

Communicate effectively and in a positive tone both verbally and in writing

Work independently with minimal supervision

Exercise good judgment and make sound decisions

Be punctual and maintain good attendance record

Represent the Athletics Department in a professional and courteous manner

Comply with school board policies and follow administrative procedures

REPORTING RELATIONSHIP: Reports to the Director of Athletics or designee

PHYSICAL DEMANDS: 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 employee is regularly required to stand and walk. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to bend, stoop, and sit. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing 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 employee regularly works in indoor conditions and regularly works near video display. The employee will experience constant interruptions; required to meet deadlines. The noise level in the work environment is usually moderate to loud.

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*

CLASSIFICATION HISTORY

Updated Context and Disclosures sections, 2024.06.06

Revised Condition of Employment section, 2021.12.09

Updated Context and Mission statement, 2020.09.21

Created by Human Resources, 2014.03.04

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Highline Public Schools, District #401, complies with all federal rules and regulations and does not discriminate in admission, access, treatment, or employment in education programs or hiring practices on the basis of race, creed, religion, color, national origin, age, sex, sexual orientation including gender expression or identity, marital status, honorably-discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities. Highline Public Schools also provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries should contact: Age Discrimination Act, Americans with Disabilities Act, Affirmative Action, Civil Rights Act (employees), and Title IX: Chief Talent Officer, 206.631.3121, titleixofficer@highlineschools.org; Civil Rights Act: District Ombudsman, 206.631.3104, civilrightscoordinator@highlineschools.org; Section 504 of the Rehabilitation Act- Director of Social Services, 206.631.3250, 504coordinator@highlineschools.org, Address: 15675 Ambaum Blvd. SW, Burien, WA 98166