



Rock Island-Milan School District 41

Egan Colbrese
Assistant Superintendent of Human Resources

JOB DESCRIPTION

Event Staff

POSITION INFORMATION:

POSITION TITLE	Event Staff
DATE CREATED or AMENDED	August 17, 2023
DEPARTMENT	Athletic Department
LOCATION	Rock Island Milan School District
FULL-TIME/PART-TIME	Part-Time (1-3 hours per game)
APPOINTMENT TERM	Intermittent throughout the year
FLSA: EXEMPT or NON-EXEMPT	Non-Exempt
REPORTS TO: TITLE of POSITION SUPERVISOR	Assistant Athletic Director
OTHER INFORMATION	\$30 per game

POSITION SUMMARY INFORMATION: *Essential Duties and Requirement Details*

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Summary

Under general direction from the Athletics Facility and Events staff, this position assists with and performs duties needed for the execution of athletic contests & internal/external events. Work may be intermittent throughout the year based on the schedule of events and staffing needs

Essential Functions and Responsibilities:

- Provide daily operational support for the Athletics Facility and Event Staff. Depending on need, serve in various support roles for athletic competitions:
 - Scoreboard Operator - (responsible for game clock and scoreboard operations related to a given sport).

- Ball Person – (Retrieve and supply balls for players or officials at events)
- Line Judge (Volleyball) - (Assist the referee in making calls for balls landing on or near the sideline and end line closest to them).
- Press Box Announcer - (is responsible for delivering verbal messages or announcements to an audience as well as announces the line-up).

Required Education:

High School Education or GED

Required Experience/Qualification

- Experience working at sports events
- Experience applying customer skills

Certifications, Licenses:

N/A

Required Knowledge, Skills, and/or Abilities

- Ability to work in a service-oriented environment, which is subject to frequently changing priorities
- Ability to work effectively and independently
- Work a flexible schedule
- Ability to multi-task
- Demonstrates good oral and written communication skills

Physical Demands:

The physical demands are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may enable individuals with disabilities to perform the essential functions.

Work Environment:

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may enable individuals with

disabilities to perform the essential functions. For example, the noise level for this position is usually quiet.

Acknowledgments:

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Supervisor/Manager Signature

Date

Employee Signature

Date