



JOB DESCRIPTION

Job Title: **Game Worker, Athletics**
Department: **School-based Athletic Program**
FLSA Status: **Non-exempt**
Revised Date: **March 2025**

Salary Schedule: **Supplemental Pay**
Compensation: **\$30.00 per hour**
Work Calendar: **Seasonal**
Hours Per Day: **Varies based on assignment**

SUMMARY:

Responsible for supporting administrators, coaches, and officials before, during, and after athletic contests in a variety of roles as needed. The role may include, but are not limited to working the concession stand, taking gate fees, operating the game clock, serving as a referee escort, retrieving custodial items, setting up and breaking down for a contest, and supporting crowd control.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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 and is not an exhaustive list of all duties required to carry out position responsibilities. Specific duties may vary depending upon location, or additional duties may be assigned by the location. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Essential Duty / Responsibility Description
Athletic program game workers are expected to be present at the contest/event site before, during, and after the assigned contest/event while engaging in one of more of the following activities:
1. Gate Fee Collection- take gate fees for entry into the contest/event.
2. Hand Stamper / Door Monitor- Monitor doors for entry into the contest/event.
3. Concession Stand- ensure that student workers and volunteers are on task and timely with service; stock items for sale as needed.
4. Game Clock- operate the running clock at the direction of the referee or game official.
5. Scorekeeper- operate the official book of the contest.
6. Announcer- public address announcer for a varsity contest.
7. Referee Escort- meet the referees prior to the game to provide a locker room key; meet the referees at the end of each half/quarter to escort them to the locker room; collect the signed payment form and locker room key at the end of the contest.
8. Custodial- notify custodians of any reported or observed hazards, safety, and sanitary concerns in the area around the contest, including restrooms and concession stand area.
9. Crowd Control- notify the administrator on duty about inappropriate behavior among spectators and athletes.
10. Football Chain Crew- fulfil chain and yardage requirements for football contests.
11. Game Film Director.
12. Other duties as assigned by the building athletic director

EDUCATION AND RELATED WORK EXPERIENCE:

- High School diploma or equivalent is preferred.

LICENSES / CERTIFICATIONS / REGISTRATIONS:

- Background check required for hire.
- U.S. Citizenship and Immigration Services Employment Eligibility Verification (Form I-9)

TECHNICAL SKILLS / KNOWLEDGE / ABILITIES:

- Strong verbal communication skills.
- English language skills.
- Bilingual skills preferred.
- Interpersonal relations skills.
- Customer service and public relations skills.
- Critical thinking and problem-solving skills.
- Ability to prioritize tasks and handle numerous assignments simultaneously.
- High level of integrity and strict adherence to protecting confidential information.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.

- Ability to communicate, interact and work effectively, cooperatively, and diplomatically with school staff, students, parents and internal/external customers from diverse ethnic and educational backgrounds and abilities.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:

- Ability to operate a two-way radio.
- Depending on the assignment, a general knowledge of the activity/sport is preferred.

REPORTING AND SUPERVISORY RELATIONSHIPS:

	Position Title
Reports to:	<ul style="list-style-type: none"> • Building Athletic Director

PHYSICAL REQUIREMENT AND WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL FUNCTIONS:

- While performing the duties of this job, the employee is regularly required to sit; talk or hear; and taste or smell.
- The employee frequently is required to walk.
- The employee is occasionally required to stand; use hands to finger, handle, or feel; and reach with hands and arms.
- The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision

PHYSICAL FUNCTIONS:

- While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, and use interpersonal skills.
- The employee is frequently required to compute and evaluate, and occasionally required to copy, instruct, synthesize, and compile.

WORK ENVIRONMENT:

- The noise level in the work environment is usually moderate to high.
- The employee is regularly exposed to outside weather conditions.