

TITLE: ASSISTANT FACULTY MANAGER

REPORTS TO: Athletic Director

The Assistant Faculty Manager will work closely with the Athletic Director and fulfill all duties of the position as defined by the Athletic Director.

The primary responsibilities will be to supervise athletic events in either the fall sports season or winter sports season. Supervisory duties include, but are not limited to, the following:

1. Caring for, and securing, ticket sales before, during and after games. This includes organizing ticket-takers, delivering the money/ticket box to the ticket-takers before the game, addressing issues ticket-takers may have during the game, and securing the money/ticket box after the game as designated by the Athletic Director.
2. Greeting/welcoming visiting teams and directing them to their locker rooms when appropriate.
3. Greeting officials upon their arrival and securing their paperwork for payment, or delivering paychecks if prepared, before the start of a contest.
4. Contact officials assignor (Bob Spangler: 330.753.5514) if officials are not present 30 minutes before the start of the contest.
5. Securing game help when needed (clock operators, announcers, chain crew, gymnasium set-up crew).
6. Securing stadium after conclusion of fall events (football, soccer). This includes securing the press box windows and doors, turning off the scoreboard (at the console and the electric box under press box table).
7. Turning on and off stadium lights.
8. Setting up and putting away any field equipment in the shed behind the stadium (chains, down-marker, end-zone markers, goalpost pads, corner flags and goal stakes for soccer).

Other duties may include, but are not limited to, scheduling facilities, representing the Athletic Director at meetings (such as the Panther Parents Athletic Booster Club), and/or organizing special events