

TITLE: ASSISTANT FACULTY MANAGER II

REPORTS TO: Athletic Director

The Assistant Faculty Manager II 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).

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

NORTON BOARD OF EDUCATION
ADOPTED: September 19, 2011