



Activity Event Supervisor

FLSA Status:

Non-Exempt
Extra Duty

Education:

60 college credit hours

Certification and Licenses:

CPR/AED certification
Complete Safe Schools training
courses in the areas of-crowd
management active supervision
de-escalation strategies

Clearances:

Criminal Justice
Fingerprint/Background Clearance

Positions Available:

(3) Fall Supervisors (2-3 nights per week for 11 weeks) -\$2,400
(2) Winter Supervisors (1-2 nights per week for 14 weeks) - \$1,900
(2) Spring Supervisors (1-2 nights per week for 14 weeks) - \$1,900

Reports to

District Activities Director

Purpose Statement

The position of Activity Event Supervisor will oversee the detailed requirements and execution of all assigned before and/or after school events for the purpose of providing a positive experience for all students, participants, fans, guests, visitors, and community members. An Activity Event Supervisor will perform the essential operations as outlined below to ensure a safe and effective management of such events so that these experiences add value to the school community. The Activity Event Supervisor is responsible for supervising athletic and activity contests/events and to serve as a host to officials and visiting schools. This position provides supervision of employees and volunteers who work the event as well as the actions of students/fans who attend the event. The primary purpose of this role is to provide supervision and leadership for effective and efficient event management that fosters a wholesome atmosphere, an attitude of sportsmanship, and a safe experience for all students, participants and spectators. Specific event management duties include, but are not limited to, the following:

Essential Job Functions

- Perform essential functions to ensure before and/or after school events are organized, set-up properly and have all the necessary arrangements for a successful and smooth event.
- Communicate with staff and visitors to make all aware of your role and how to contact you when necessary, as well as to ensure appropriate accommodations for all.
- Provide for protection and courtesy to game officials.
- Establish clearly identifiable supervision zones and coordinate assignment of supervision staff to these locations for proactive and effective student and fan supervision.
- Active student supervision which involves the three dimensions of supervisor's behavior to include attention (watching and listening), proximity (close enough to hear and observe actions and behaviors), and continuity (constant intermittent movement near students and groups).
- Student and fan supervision shall be performed with the following in mind:
 - High visibility, presence and attentiveness
 - Student and fan behavior monitoring and intervention
 - Hazard surveillance and intervention

- Responding to inappropriate fan behavior and/or emergency situations (calm, composed, assertive, professional, customer friendly, mature, solutions-focused, decisive)
- Arrange for tear down and clean-up after events and to monitor the safe exit of all participants and fans

Other General Expectations

- Presence, visibility and attentiveness
- Student behavior monitoring and intervention (supervision zones)
- Crowd monitoring and intervention (supervision zones)
- Hazard surveillance and intervention
- Emergency management and response
- Event set-up and tear down assistance and/or monitoring
- Coach/Sponsor support and assistance
- Game management leadership and monitoring (officials, gate workers, announcer, score clock workers, event workers, security, etc.)
- Weather management decisions (know where the weather monitor is located and how to use it)
- Effective communication (Coach/Sponsor, students, event workers, security staff, reporting of final scores to Activities Director)
- Positive public relations

Pre-Event Duties:

- Review the specific supervision requirements shared with you from the Activities Director
- Arrive early enough to perform all pre-event duties as assigned by Activities Director
- Check-in with coach/sponsor to see if they need any help, make sure they have your phone number to reach you if needed
- Check to make sure the event is set-up properly, workers are in their assigned locations and supervision zones are covered
- Conduct a quick walkthrough of the facility to ensure no unsafe situations exist
- Introduce yourself to visiting coach/sponsor/administrator and make sure they have adequate dressing rooms or other appropriate needs
- Touch base with custodians on duty to ensure restrooms and locker rooms are monitored and kept up

Event Duties:

- Be highly visible and locate yourself in close proximity to student sections
- Make sure you are in a location to observe student behavior and areas of crowd congregation
- Monitor and intervene with student behavior or crowd control issues when necessary
- Take this opportunity to build strong, positive relationships with the public through interactions
- Model positive sportsmanship and support for our student competitors
- Tweet event updates (scores, highlights, pictures etc.) as directed by Activities Director

Post-Event Duties:

- Monitor crowd during the exiting process
- Monitor and/or assist with event tear down and clean-up
- Take this opportunity to have positive interacts with students, competitors, parents and community members
- Report final event score to Activities Director

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily

perform the functions of the job include: adapting to changing work priorities; administering first aid; applying pertinent laws, codes, policies, and/or regulations; and organizing and communication information and concepts.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent's, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: equipment used in activity/program; injury prevention and appropriate treatment protocols; pertinent laws, codes, policies, and/or regulation; public relations protocols; relevant professional practices: and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using the equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes, and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes, and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem-solving with data requires analysis based on organizational objectives, and problem-solving with equipment is significant. Specific ability based on competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied educational and cultural backgrounds; communicating empathetically with injured student athletes and their parents; dealing with frequent interruptions; exhibiting strong leadership; maintaining confidentiality; meeting deadlines and schedules; providing a firm, fair, and consistent discipline approach; setting priorities; traveling to off-campus athletic events, and working extended hours that may include evenings and/or weekends.

Physical Demands

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 10% sitting, 45% walking, and 45% standing.

Conditions and Environment

The job is performed under some temperature extremes and under conditions with exposure to the risk of injury and/or illness.