

Wachusett Regional School District

MISCELLANEOUS

JOB DESCRIPTION

TITLE:

High School Athletic Organizer

QUALIFICATIONS:

The High School Athletic Organizer schedule and oversee personnel, e.g. ticket sellers, etc.; will have basic knowledge of simple accounting and bookkeeping; will be capable of writing newspaper releases and concise financial reports; will be bondable; and will have knowledge of and interest in athletics and athletic equipment.

REPORTS TO:

Health/Physical Education Curriculum Specialist

PERFORMANCE EVALUATION:

The High School Athletic Organizer will be evaluated annually.

REPRESENTATION STATUS:

Employee at will.

JOB RESPONSIBILITIES:

The High School Athletic Organizer is responsible for arranging and supervising ticket sales and uniform inventory for the athletic department.

In carrying out this responsibility, the High School Athletic Organizer shall:

1. File game receipt reports with the Health/Physical Education Curriculum Specialist and Comptroller;
2. Keep records of all receipts and expenditures and file same with the Health/Physical Education Curriculum Specialist and Comptroller;
3. Verify all receipts with the Comptroller;

4. Be responsible for tickets as follows:
 - a. Specification and type
 - b. Supervision of sale in District schools, visiting schools, home games, and other sites;
 - c. Supervision of sale of season and reserve section tickets;
 - d. Box office change;
 - e. Security of ticket sellers and ticket takers;
 - f. Ticket distribution and collection from ticket sellers; and
 - g. Banking of all money.
5. Submit all school notices, which pertain to ticket sales;
6. Submit all newspaper advertising, which pertains to ticket sales;
7. Attend all meetings and athletic events where presence would be beneficial to the athletic program;
8. Submit all newspaper advertising, which pertains to ticket sales;
9. Record the issue and collection of all athletic equipment;
10. Assist in supervising the repair and reconditioning of all equipment;
11. Assist the Health/Physical Education Curriculum Specialist in surveys, supervision of games and other areas pertaining to the athletic program;
12. Schedule timers, scorers, supervisory personnel and police, when needed;
13. Assist the Health/Physical Education Curriculum Specialist with all athletic Booster Clubs;
14. Pay and record all athletic expenditures;
15. Organize and coordinate award banquets; and
16. Conducts other staff duties and responsibilities as directed by the Health/Physical Education Curriculum Specialist, including attending meetings as requested or required and, any other staff function required by the Supervisor.

Updated: 12/04/02

Approved by:

Alfred D. Tutela, Superintendent of Schools
Date: 12/04/02