



# Kalkaska Public Schools

Posting / Employment Opportunity

February 21, 2025

## High School Athletic Event Manager – Spring

2024-2025 School Year

Qualification Requirements	<ul style="list-style-type: none"><li>• Availability between the hours of 3:00 and 9:00 p.m. on event days.</li><li>• Commitment to work at all home school event dates</li><li>• Successful completion of human resources employee training.</li></ul>		
Summary	<ul style="list-style-type: none"><li>• The high school manager helps facilitate a positive game day experience for teams, officials, and spectators in coordination with the Athletic Secretary, and custodial services.</li></ul>		
Essential Duties and Responsibilities	<p><b>Required:</b></p> <ul style="list-style-type: none"><li>• The Spring Event Manager is needed for all home high school athletic events scheduled from April through June, including baseball, softball, track &amp; field, golf, and soccer. Must be available for evening and/or weekend events.</li><li>• Supervise and monitor student, spectator, and athlete behavior.</li><li>• Confirm the arrival of officials to the Athletic Director and provide them with their event day needs.</li><li>• Coordinate with custodial services and when spot cleanup is needed.</li><li>• Coordinate with the Athletic Director the management of ticket sales personnel, scorekeepers, scoreboard operators, and other event personnel as needed for home events.</li><li>• Remain in the building/on the grounds until all spectators have exited, making sure all doors and gates are locked and the area is secure before leaving.</li><li>• Remain visible and available throughout the athletic event ensuring crowd control and sportsmanship.</li><li>• Be available to direct the visiting team to the appropriate facilities answer any questions they may have upon arrival.</li><li>• Regular and reliable attendance.</li><li>• The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.</li></ul>		
Deadline	3:00 p.m. February 27, 2025 or until filled		
Compensation	As listed in Section 5.5 (Schedule –B) of the Master Agreement		
Method of Application	Persons who are interested in this position should submit letters of interest, resume, credentials/certification and list of references to: <table border="0" style="width: 100%;"><tr><td style="width: 50%; vertical-align: top;">Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646</td><td style="width: 50%; vertical-align: top;">Or electronically as <b>ONE PDF</b> document to: <a href="mailto:jobs@kpschools.com">jobs@kpschools.com</a></td></tr></table>	Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as <b>ONE PDF</b> document to: <a href="mailto:jobs@kpschools.com">jobs@kpschools.com</a>
Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as <b>ONE PDF</b> document to: <a href="mailto:jobs@kpschools.com">jobs@kpschools.com</a>		

<b>Contact Information</b>	Please direct questions to Rick Heitmeyer at e-mail <a href="mailto:rheimeyer@kpschools.com">rheimeyer@kpschools.com</a> .
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The following person is designated to handle inquiries regarding the non-discrimination policies of the District or to address any complaint of discrimination: Superintendent, Kalkaska Public Schools, 315 S. Coral, Kalkaska, MI 49646; 231-258-9109