

WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

Athletic Event Support Position Description

LOCATION: Various Schools

JOB CATEGORY: Part Time

PAY GRADE: VHSL Athlete Event Scale

CONTRACT TYPE: Part Time

IMMEDIATE SUPERVISOR: Athletic Director, Building Administrator, or Designee

GENERAL DEFINITION AND CONDITIONS OF WORK

Provides operational support for school-sponsored athletic events, contests, and tournaments. Employees may be assigned to one or more event-related duties based on the needs of the school, sport, or event. Assignments may include ticket sales and admissions, announcing, scoreboard or game clock operation, scorekeeping, line judging, tournament support, and other duties necessary for the safe and efficient operation of athletic events.

Work is performed primarily during athletic events and may include evenings, weekends, holidays, and events held at various school or athletic facilities. Assignments and hours vary based on the athletic schedule and operational needs.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

Depending upon the specific assignment, duties may include:

- Provides general support for athletic contests, tournaments, and other school-sponsored athletic events.
- Sells, collects, or verifies admission tickets and assists with event entry procedures.
- Handles and accounts for funds collected during an assigned event in accordance with division procedures.
- Operates scoreboards, game clocks, timing equipment, or other event-related equipment.
- Maintains scorebooks, match records, or other event information when assigned.
- Serves as a public-address announcer and communicates event information in a professional and appropriate manner.
- Serves as a line judge or performs other event-support functions as assigned.
- Assists with wrestling tournaments and other athletic competitions, including admissions, timing, scoring, or related event responsibilities.
- Assists with middle school and high school athletic events as assigned.
- Follows applicable Virginia High School League (VHSL), school division, conference, tournament, and sport-specific procedures associated with the assigned duty.

- Works cooperatively with athletic directors, administrators, coaches, officials, school staff, participants, spectators, and other event personnel.
- Maintains professional conduct and appropriate confidentiality while representing the school division.
- Reports safety, security, equipment, or operational concerns promptly to the Athletic Director, administrator, or designee.
- Performs other event-related duties as assigned that are consistent with the general nature and scope of the position.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to follow oral and written instructions and learn assigned athletic event procedures, including the operation of applicable equipment. Ability to perform basic mathematical calculations, maintain accurate records, and handle money accurately and responsibly when assigned. Ability to communicate clearly and professionally with students, staff, officials, families, spectators, and members of the public. Ability to remain attentive and focused throughout an athletic contest or event, work effectively in a fast-paced environment, and respond appropriately to changing event needs. Ability to maintain neutrality and professionalism while performing assigned duties. Knowledge of applicable sports, rules, scoring, timing, or event procedures is preferred for assignments requiring sport-specific responsibilities.

EDUCATION, EXPERIENCE, CERTIFICATES, LICENSES, AND REGISTRATIONS

High school diploma or equivalent preferred. Prior experience with athletics, school events, customer service, cash handling, scorekeeping, timing, or similar responsibilities is preferred but not required. Training may be provided based on the specific assignment.

SPECIAL REQUIREMENTS

Must meet all Warren County Public Schools requirements applicable to part-time or supplemental employees and complete any required training associated with the assigned position or event. Must be available to work hours associated with athletic events, which may include evenings and weekends. Certain assignments may require knowledge of sport-specific rules, timing procedures, scoring procedures, or equipment. Must comply with all applicable School Board policies, regulations, procedures, and athletic event protocols.

PHYSICAL DEMANDS/REQUIREMENTS

Work may require prolonged periods of sitting or standing; walking throughout athletic facilities; use of hands to operate timing, scoring, ticketing, or other equipment; and the ability to communicate effectively in environments with varying noise levels. Some assignments may require exposure to outdoor weather conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

EVALUATION

Performance will be evaluated by the Athletic Director, Building Administrator, or designee based on the employee's performance of assigned event responsibilities and compliance with applicable school division procedures.

Warren County Public Schools is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, gender identity, sexual orientation, disability, age, religion, ancestry, genetic information, marital status, or any other characteristic protected by law. WCPS is committed to providing a work environment free from discrimination and harassment.