



## THE POTTER'S HOUSE JOB DESCRIPTION

<b>Position Title:</b>	<b>ATHLETIC ASSISTANT / GAME MANAGER</b>
<b>Reports to:</b>	Athletic Director
<b>Department:</b>	Athletics
<b>Hours:</b>	Part time during sport seasons
<b>Exempt/Non-Exempt:</b>	Non-Exempt
<b>Salary:</b>	Hourly
<b>Benefits:</b>	Per Personnel/Policies
<b>Position Category:</b>	Athletic Assistant
<b>Position Calendar:</b>	School Calendar

### Qualifications Required:

1. Personal relationship with Jesus Christ and committed to Christ-centered education.
2. Regular worshipping member of a Bible-believing Christ-centered church.
3. Committed to the mission of The Potter's House School.
4. Ability to relate to students, staff and constituents with understanding and warmth.

### Primary Job Responsibilities:

1. Set up gym for competition.
2. Confirm volunteers and game workers before the game begins.
3. Provide supervision during events and ensure a safe, family-friendly environment.
4. Assist volunteers and answer questions during games.
5. Ensure the concession stand is well stocked and contains needed items.
6. Provide hospitality to fans, officials, coaches, and opponents.
7. Direct participants to needed medical items and provide first aid as necessary.
8. Tear down and clean up at the end of contests.
9. Lock up building and ensure safety of students and spectators as they leave.

All other responsibilities as assigned by the Athletic Director.

*The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This Job Description has been reviewed for accuracy by administration and HR and is compliant with EEOC and ADA requirements.*

Employee: \_\_\_\_\_ Date: \_\_\_\_\_