



SPECIAL EVENTS WORKER

QUALIFICATIONS

A. REQUIRED

- Elementary education or equivalent

B. DESIRED

- Previous experience working in school activities

SUMMARY

Assists appropriate school personnel with the safe operation of special events associated with the school.

Reports to: Appropriate Administrator

ESSENTIAL FUNCTIONS

- May sell tickets, make change and maintain an accurate record of tickets sold and monies received
- Responsible for accurate accounting of monies
- May take tickets, check valid passes and maintain an accurate count of all people entering their assigned entrance
- May operate the scoreboard or clock in accordance with the rules of the assigned activity
- May announce the activity with clarity and provide the proper information necessary for the safe operation of the activity
- May maintain the scorebook for the activity in accordance with the rules of the assigned activity
- May maintain an accurate record of statistics involved with the activity
- May assist the officials of the assigned activity by being a linesperson, chain crew member, or may perform other related duties as assigned by the officials of that activity
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs related work as required

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to deal with varied climate conditions
- Ability to see, hear, and speak, with or without reasonable accommodations
- Ability to walk and stand, with or without reasonable accommodations
- Ability to comprehend and follow instructions