



## EXTERNAL Facilities Manager for Athletic Events-Middle School *2023-2024 School Year*

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| <b>Qualification Requirements</b>   | <ul style="list-style-type: none"> <li>• Minimum position qualifications</li> </ul>   |   |   |
| <b>Summary</b>  | <ul style="list-style-type: none"> <li>• The middle school facility manager coordinates with the athletic director, custodial services, middle school athletic secretary, and NJHS advisor.</li> </ul>  |   |   |
| <b>Essential Duties and Responsibilities</b>  | <p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• Facilities manager needed for all athletic events. Must be available for evening games.</li> <li>• Be present at all home athletic events throughout the calendar year.</li> <li>• Supervise and monitor student, spectator, and athlete behavior.</li> <li>• Coordinate with the AD to ensure the arrangement of officials, their arrival times, and provide them with a space to change clothes.</li> <li>• Coordinate with custodial services to arrange for floor cleaning, equipment set-up, bleachers needed, hoops up, etc. and clean-up.</li> <li>• Coordinate with NJHS (concessions) to provide an open concession stand at all home events.</li> <li>• Plan for ticket takers, score keepers, line judges, timers, and other personnel as needed for home events.</li> <li>• Remain in the building/on the grounds until all spectators have exited. Make sure all doors are locked and the area is secure before leaving.</li> <li>• Remain visible and available throughout the athletic contest ensuring crowd control and sportsmanship.</li> <li>• Be available to direct the visiting team to the appropriate facilities/locker rooms and answer any questions they may have upon arrival.</li> <li>• Regular and reliable attendance.</li> </ul> |   |   |
| <b>Deadline</b>   | 3:00 p.m. August 22, 2023 or until filled   |   |   |
| <b>Method of Application</b>  | <p>Persons who are interested in this position should submit letters of interest, resume, credentials/certification and list of references to:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;">                 Rick Heitmeyer<br/>                 Kalkaska Public Schools<br/>                 315 South Coral Street<br/>                 Kalkaska, MI 49646             </td> <td style="width: 40%; border: none;">                 Or electronically as ONE document to:<br/> <a href="mailto:jobs@kpschools.com">jobs@kpschools.com</a> </td> </tr> </table>   | Rick Heitmeyer<br>Kalkaska Public Schools<br>315 South Coral Street<br>Kalkaska, MI 49646 | Or electronically as ONE document to:<br><a href="mailto:jobs@kpschools.com">jobs@kpschools.com</a> |
| Rick Heitmeyer<br>Kalkaska Public Schools<br>315 South Coral Street<br>Kalkaska, MI 49646 | Or electronically as ONE document to:<br><a href="mailto:jobs@kpschools.com">jobs@kpschools.com</a>   |   |   |

**Contact  
Information**

Please direct questions to Rick Heitmeyer at e-mail [rheitmeyer@kpschools.com](mailto:rheitmeyer@kpschools.com).

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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