



Kalkaska Public Schools

Posting / Employment Opportunity

January 6, 2026

High School Athletic Event Manager - Spring 2025-2026 SY

Qualification Requirements

- Availability between the hours of 3:00 and 9:00 p.m. on event days.
- Commitment to work at all home school event dates
- Successful completion of human resources employee training.

Duties and Responsibilities

Required:

- The Spring Event Manager is needed for all home high school athletic events scheduled from April through June, including baseball, softball, track & field, golf, and soccer. Must be available for evening and/or weekend events.
- Supervise and monitor student, spectator, and athlete behavior.
- Confirm the arrival of officials to the Athletic Director and provide them with their event needs.
- Coordinate with custodial services and when spot cleanup is needed.
- Coordinate with the Athletic Director the management of ticket sales personnel, scorekeepers, scoreboard operators, and other event personnel as needed for home events.
- 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.
- Remain visible and available throughout the athletic event ensuring crowd control and sportsmanship.
- Be available to direct the visiting team to the appropriate facilities answer any questions they may have upon arrival.
- Regular and reliable attendance.
- The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.

This document is intended to describe the general nature and level of the work performed by those assigned to this job. This is not an exhaustive list of all duties and responsibilities. Administration reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Compensation

According to schedule b.

Deadline

3 p.m. on January 12, 2026 or until filled.

Application Process



Persons interested in this position should submit letters of interest, resume, credentials/certification and list of references in **ONE PDF** document to: jobs@kpschools.com.

Please direct questions to Rick Heitmeyer at e-mail rheimeyer@kpschools.com. Visit our website at www.kpschools.com for additional information about Kalkaska Public Schools.

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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