**CLASS TITLE:** District Tournament Coordinator Stipend

**PRIMARY FUNCTION:** To organize and administer district athletic tournament events for McCracken County Public Schools

**SUPERVISOR:**  Activities Director

**BASIC REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:**

* Organizes and administers athletic and intramural tournaments for McCracken County Public Schools under the direction and supervision of the Activities Director.
* Assures compliance with federal and state laws and regulations.
* Adheres to all McCracken County Public Schools policies and procedures.
* Under the direction of the Activities Director, organizes and schedules district tournaments, including dates, times, locations, fees, game officials, guidelines, and other necessary terms of participation.
* Arranges for the presence of a physician or emergency medical staff as directed by supervisor.
* Attends all district tournaments to oversee the events and provide assistance in any areas necessary.
* Acts as a consultant to the administration on matters pertaining to district tournaments.
* Establishes schedule for tournament play and coordinates with appropriate administrators, coaches, staff, and community partners to make arrangements for the use of fields and facilities.
* Provides essential information to visiting teams regarding schedules, location of games, dressing facilities, and other pertinent details.
* Works with Activities Director, Special Events Coordinator, Sponsorship/Media Coordinator, and others as appropriate to communicate tournament information to interested parties.
* Under the direction of the Activities Director, coordinates with community partners to develop sponsorships for district athletic and intramural tournaments, which may include discounts for lodging, meals, or other travel expenses for participating teams.
* Ensures compliance with district accounting procedures regarding ticket sales, concessions, and fundraising, ensuring proper handling and accounting of all moneys involved.
* Provides records and reports to supervisor regarding the participation of teams and financial matters of district tournaments.
* Fosters good school-community relations by keeping the community aware of and responsive to the district’s athletic and intramural tournament programs.
* Develops relationships with athletic and intramural teams from the region and across the country to ensure steady growth of the tournament program for McCracken County Public Schools.
* Performs all duties listed above and other duties as assigned by immediate supervisor.
* Maintains a professional and appropriate appearance.
* Treats all individuals with fairness, dignity, and respect.
* Maintains regular and predictable attendance.

**KNOWLEDGE AND ABILITIES:**

 **KNOWLEDGE OF:**

* Oral and written communication skills.
* Fundamentals of various extra-curricular activities.
* Health and safety regulations.
* Interpersonal skills using tact, patience and courtesy.
* Principles of training and providing work direction.

 **ABILITY TO:**

* Provide leadership to an activity having significant impact on the district, while working under general supervision.
* Provide technical assistance to district and school personnel in area of proper specialty.
* Understand and follow oral and written directions.
* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Establish and maintain cooperative and effective working relationships with others.
* Maintain records and prepare reports.
* Compile and verify data and prepare reports.
* Prioritize and schedule work.
* Maintain current knowledge of program rules, regulations, requirements and restrictions.
* Meet schedules and time lines.
* Plan and organize work.

**EDUCATION AND EXPERIENCE**:

Any combination equivalent to: a high school diploma or G.E.D. and four years of successful responsibility in the planning and oversight of athletic tournaments or events.

**PHYSICAL DEMANDS:** ►

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Seldom/Rare** | **Occasional****(up to 1/3 of work day)** | **Frequent****(1/3 to 2/3 of work day)** | **Repetitive****(2/3 or more of work day)** |
| Standing/Walking |  |  | ► |  |
| Sitting |  |  | ► |  |
| Handle/Finger/Feel |  |  | ► |  |
| Reach/Push/Pull |  |  | ► |  |
| Bend/Stoop/Crouch |  |  | ► |  |
| Kneel/Crawl | ► |  |  |  |
| Climb/Balance | ► |  |  |  |
| Lift/Carry  (Check Frequency) |  |  |  |  |
| ► Up to 10 lbs. |  |  | ► |  |
| ► Up to 20 lbs. |  | ► |  |  |
| ► Up to 50 lbs. | ► |  |  |  |
| ► Up to 100 lbs. | ► |  |  |  |
| ► Over 100 lbs. | ► |  |  |  |

**TERMS OF EMPLOYMENT**:

Stipend position with salary established by the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluation of Classified Personnel.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this job classification. These statements are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned. Responsibilities and duties assigned are at the discretion of the supervisor.

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Signature Date

Print Name