

ACTIVITIES COORDINATOR

The Activities Coordinator, under the supervision of the Athletic Director, shall be responsible for assisting the Athletic Director with game management duties and coordinating athletic concessions.

Specific Responsibilities

1. Coordinate all athletic concessions, which include purchasing food products, setting up for the event, maintaining equipment, securing workers, delivering change bags, overseeing the start and close of the concessions, and depositing revenues.
2. Assist in game management for major athletic events.
3. Assist in game management when multiple home events are scheduled for the same date.
4. Aid in the coordination of athletic camps, which includes overseeing concessions and other areas as needed.
5. Perform other duties as assigned by the Athletic Director.

12/8/14