

**INDEPENDENT SCHOOL DISTRICT NO. 2711
VACANCY NOTICE**

Written applications will be accepted by the Superintendent until 3:30 p.m., Wednesday, August 5, 2020 for the following vacancy:

ATHLETIC COMPLEX COORDINATOR

Duties for this Position Include:

- Point of Contact for all Non-MSHSL Events
 - Greet Teams
 - Schedule Event Set-up with Maintenance Crew
 - Gates
 - Restrooms
 - Concession Stand
 - Lights
 - Press Box
 - Soccer/Football/Baseball/Track/Softball Equipment

- Attracting Events and Tournaments
 - Youth (Soccer, Track and Field, Baseball, Softball)
 - High School (Summer Camps, Summer Leagues, etc.)
 - College (Practices, Games, Tournaments)
 - Adult (Leagues, Tournaments, etc.)

- Coordinating Maintenance of Fields and Grounds
 - Scheduling Field Sweeping and Grooming
 - Scheduling Mowing and Lawn Care
 - Scheduling Lights
 - Scheduling Concession Stand (Other than MSHSL M.E. Games)

- Scheduling Non-MSHSL Events
 - College Events
 - High School Events (Other than Mesabi East Teams)
 - Youth Events
 - Adult Events
 - Hire Workers (Tickets, Clock, Camera, Bookkeeper, Security, etc.)
 - Hire Officials
 - Schedule Volunteers
 - Schedule Maintenance and Custodians

- Other duties as assigned

SUPERVISOR: Superintendent

WORK DAY/WORK YEAR: Stipend based on skills and experience. Work day and times may occasionally vary depending on nature of work to be accomplished.

Gregg Allen, Superintendent

Posted July 29, 2020