

## EVENING EVENTS COORDINATOR

### Performance Responsibilities

1. Maintain a safe, secure environment for students while participating in school-sponsored activities at times other than the regular school day.
2. Provide overall supervision of the buildings and grounds during after-school/weekend activities.
3. Provide appropriate campus security in the areas being utilized.
4. Assist adults using the facility as requested, and provide information, give directions, answer general questions, etc.
5. Provide supervision of adults using the facility, in the area(s) being utilized.
6. Open and close all areas of the facility being used.
7. After the events, check the area(s) being used and report any problems to the principal or assistant principal.
8. Become knowledgeable of the facilities operations such as lights, air, etc.
9. Be present on the campus at all times during an assigned event.
10. Set up and supervise specific weekend events as assigned by the principals.
11. Set up for evening/weekend events as requested by the principals.
12. Establish a good working relationship with support organizations and develop/maintain positive public relations with the citizenry.
13. Maintain a courteous and helpful attitude in dealing with students and citizens.
14. Work cooperatively with the administrative staff in carrying out responsibilities of this position.