

JPII Game Coordinator Responsibilities

Responsibilities are from October to January.

Pay: \$1200

Commitment: Mainly weeknights (2-3 days a week during season) and at least three Saturdays.

Before Game(s) Begin

1. Arrive a minimum of 45 minutes prior to the game start time
2. Lock the stairwell doors and ensure the cafeteria is closed
3. Open the Concession Stand door
4. Unlock Gym Lobby Doors
5. Turn on the lights in the hallway and gym
6. Unlock and check locker rooms for TP and cleanliness
7. Check guest bathrooms for TP and cleanliness
8. Put out the Bookkeeper table
9. Set up Player Chairs
10. Set up Game Clock
11. Turn on the Mic system and check the mics
12. Check in with the Referees and ensure they sign in
13. Begin the game with prayer and the national anthem

During Ballgames

1. Keep the lobby clear of students
2. Fan/Player/Coaches issues as they arise
3. Spills and clean up as needed

After Ballgames

1. Pick up Trash (students/parents always help)
2. Roll trash cans to the Lobby
3. Make sure locker rooms are clear
4. turn off mic/speakers and put away
5. Make sure the game clock is unhooked and in the concession stand
6. Turn off all lights
7. Lock all doors