



faith baptist bible college
and theological seminary

JOB DESCRIPTION

Job Title: Nettleton Center / Pyche Field Event Staff

Department: Athletics

Reports to: Athletic Director, Assistant Athletic Director, Events & Facilities Manager

EEOC Code: 8

JOB OVERVIEW

Assist in all management of events related to the Nettleton Center and Pyche Field. This includes setup, cleanup, and facilitation of all one time and daily events.

ESSENTIAL JOB FUNCTIONS

1. Event setup
2. Event clean up
3. Event management
4. General facility maintenance as assigned
5. General facility janitorial work as assigned
6. General field management as assigned
7. General equipment maintenance as assigned
8. Clerical work as assigned
9. Attendance as scheduled
10. Punctuality
11. Completion of other duties as assigned

SUPERVISORY RESPONSIBILITIES

This position does not have any direct reports.

CONFIDENTIAL INFORMATION

1. This position may occasionally have access to confidential information.
2. Before placing a person in this position, a background check is required.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to communicate in a professional manner with multiple groups of people including co-workers, students, and campus guests.
2. Ability to arrive on time and complete tasks in an acceptable manner as assigned.
3. Attendance as scheduled.
4. Strong organizational skills.
5. Ability to follow instructions.
6. Ability to work independently and in a group setting.
7. Ability to complete assigned tasks in an acceptable time frame without direct oversight.
8. Problem solving skills.
9. Must be physically able to exert up to 50 pounds of force occasionally; exert up to 20 pounds of force frequently; and exert up to 10 pounds of force constantly to move objects.
10. Visual requirements include vision from less than 20 inches and more than 20 feet with or without correction, color vision, depth perception, and field of vision.
11. Must be able to perform the following physical activities: Climbing, balancing, stooping, kneeling, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, and repetitive motions.
12. Growth mindset, able to respond to feedback and make changes as necessary.

EDUCATION AND EXPERIENCE

1. At least 1 year previous employment experience is preferred.
2. High school diploma or equivalent.

ADA RELATED REQUIREMENTS	0-24%	25-49%	50-74%	75-100%
Seeing and hearing: Read documents, computer screen, answer phone, communicate in person		x		
Standing and walking				x
Climbing, stooping, kneeling, and lifting				x
Dexterity: Utilize phone, typing, and writing	x			

NOTE

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

WRITTEN BY

DATE

APPROVED

DATE