



# Example of Athletic Facilities Job Description

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Our growing company is hiring for an athletic facilities. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for athletic facilities

- The Associate will be assigned to different sports and responsibilities from the above description
- Develop operating plan to manage all operational functions needed for home sports contests or events
- Serve as primary event manager for Football, provide oversight and assistance for other team members as needed
- Liaison between concessions, guest services, VUPD, LifeFlight, bookstore, marketing, IMG, NCC, ticket office, cleaning crews, for assigned sport(s)
- Coordinates facility usage (rental and event operations) and student event staff
- Is responsible for coordinating and executing logistical set-up/take-down and event coverage for all department events, including but not limited to intercollegiate, University, external, club, camp, or clinic events with internal operations staff
- Provides general/routine building and equipment repair
- Assists Associate Director with capital and special project coordination
- Sets up rooms for practices, games, classes, and events alongside student staff
- Assists the Senior Athletics Operations Associate of Mount Vernon Athletic Facilities and Barcroft Park with event management

## Qualifications for athletic facilities

- Lifting, carrying and holding heavy materials

- 7 years of increasingly responsible experience supervising Electricians, HVAC mechanics, building automation technicians, or Operating Engineers, in a complex facility(s)
- 7 years of increasingly responsible experience leading large technical projects
- 7 years journey level experience as an Electrician or Operating Engineer
- Experience working with industrial HVAC systems