

ST HELENS SD 502

Events Manager (2025-046)

JOB POSTING

Job Details

Title

Events Manager

Posting ID

2025-046

Description

JOB SUMMARY

The duties of an Event Manager will be to assist the High School Athletic Director with the different needs of the sporting events at St. Helens High School. The Event Manager must meet all personnel requirements as specified by the St. Helens School District personnel office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Assist the Athletic Director with sporting event preparation and take down.
2. Assist the Athletic Director with crowd management at sporting events.

SUPERVISORY RESPONSIBILITIES

1. None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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. High School Diploma or equivalent.
2. Knowledge of First Aid.
3. A licensed Educator.
4. Knowledge of different athletic sporting events.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Shift Type

Full Time

Salary Range

\$3,025.00 - \$3,219.00 / Per Season

Location **St. Helens High School**

Applications Accepted

Start Date **10/28/2025**

End Date **11/02/2025**

Job Contact

<i>Name</i>	Ted Hirning	<i>Title</i>	Athletic Director
<i>Email</i>	ted	<i>Phone</i>	