



All Saints Catholic nurtures academic and personal excellence in all students while emphasizing Catholic values and service to others in Christ's name.

Job Posting

Position: Middle School Game Manager

Status: 2024/2025 Winter Sports Season

Reports to: The President and Athletic Director

Major Duties and Responsibilities

Pre-Game Operations

- Coordinating staff and assignments for game day
- Setting up equipment and organizing the venue
- Greeting and working with the opposing team and officials for the event
- Checking venue readiness and compliance with regulations
- Overseeing game workers

In-Game operations

- Responding to any issues or emergencies that may arise
- Manage, communicate and aid staff during game play to assure a smooth gameday experience.
- Work with officials on any issues that may need to be addressed

Post-Game Operations

- Coordinating clean-up and breakdown of equipment
- Responsible for collecting and securing admissions money box
- Managing post-game fan activities
- Assisting officials as they depart
- Reporting on game day operations to the Athletic Director

Professional Responsibilities

- Support the mission, vision, values, and goals of the school.
- Effectively and consistently communicate and interact with coaching staff, students, parents, staff, and community, while enthusiastically demonstrating and modeling good sportsmanship.
- Provide an atmosphere and environment conducive to the intellectual, physical, social, and emotional development of children.



All Saints Catholic

All Saints Catholic Schools
217 S. Monroe St.
Bay City, MI 48708
(989) 892-2533
ascbaycity.org

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- Ability to build and maintain an atmosphere of fun and mutual respect.
- Maintain and follow required procedures and practices.
- Monitor appropriate use and care of equipment, materials, and facilities.

Candidate Profile / Qualifications

- Demonstrate working knowledge of middle school winter sports, i.e. basketball.
- Ability to communicate effectively with parents, administration, players, and staff.
- Leadership qualities that include a positive attitude, energy, and sportsmanship.
- Ability to communicate clearly with the Athletic Department.
- Knowledge of CPR and First Aid recommended

Additional Requirements

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.

Contact Information: Email letter of intent, résumé, and DOS application to:
sarah.anderson@ascbaycity.org

Sarah Dowling-Anderson
President of All Saints Catholic School
Middle School and High School Principal

217 S Monroe St
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989-892-2533
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Deadline to apply: January 27th, 2025