



**ATHLETIC CORPORATION
CALIFORNIA STATE UNIVERSITY, FRESNO
Position Description Form**

Employee Name:	_____	Fresno State ID #:	_____
Position Title:	Event and Facilities Coordinator	FLSA Status:	Exempt
Department:	Athletic Corporation	Date Prepared:	August 2024

POSITION DESCRIPTION

Overview:

Reporting to the Assistant Athletic Director for Events and Facilities, the Event and Facilities Coordinator will be responsible for coordinating all facility and event operations for assigned events that take place in athletic facilities, including events held by non-athletic, on campus groups and outside organizations. Incumbent will coordinate event scheduling, set-up and tear-down, and oversee all contracted groups during events. Incumbent is also responsible for the maintenance and condition of assigned facilities. This position will be responsible for supervising part-time and temporary staff members that support the event and facilities operations. Duties will require work during the evenings and weekends.

Primary Responsibilities:

- Responsible for coordinating the scheduling, use, and maintenance of facilities and events for students, student-athletes, on-campus groups, and other constituents.
- Serve as event supervisor and primary point of contact during selected events.
- Oversee contracted groups during events including concessions, security, janitorial, and all others.
- Oversee facilities as assigned for safety and compliance with Americans with Disabilities Act (ADA) and the overall maintenance and condition of the facilities.
- Supervise part-time and temporary events and facilities staff on day-to-day tasks as well as at assigned events, including assigning work and scheduling hours and appropriate staffing coverage.
- Assist with the planning, coordination, and monitoring of all events in athletics facilities as assigned.
- Assist with the set-up and tear-down for assigned athletics events.
- Hands-on facility maintenance, cleaning, and upkeep of assigned athletics facilities.
- Inspect and ensure cleanliness and condition of facilities and schedule routine maintenance of facilities as needed.
- Coordinate facility preparation with the Associate Athletic Director for Facilities & Operations and event preparation with the Director of Events.
- Maintain payroll information for temporary and part-time event and facility staff including collecting time sheets and processing all paperwork through the Athletic Business Office.
- Serve as liaison between the Ticket Office and Marketing Office in dealing with special promotions in athletic facilities.
- Serve as liaison between Grounds and Plant Operations when dealing with facilities issues.
- Maintain all event attendance records and complete survey of facilities, event staff evaluations and incident reports as required.
- Other related duties as assigned.

Supervisory Responsibility:

Who Supervises this Position:	Assistant Athletic Director for Events and Facilities
Who is Responsible for completing the Performance Appraisal:	Assistant Athletic Director for Events and Facilities



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What other classifications does this Supervises:	Part-time and temporary event and facilities staff
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Required Education, Experience, Knowledge, Skills, and Abilities:

- Knowledge of safety related practices, procedures, and precautions associated with facility and event equipment and working conditions.
- Working knowledge of facility setup according to collegiate rules specifications.
- Possession of good interpersonal skills, professional tact, and the ability to interpret complex concepts and effectively communicate them to educate others.
- Excellent organizational skills.
- Ability to:
 - Work a flexible schedule including evenings and weekends.
 - Lift 25lbs consistently and stand and/or walk for long periods of time.
 - Work efficiently in a busy environment while maintaining a professional and courteous attitude in stressful situations.
 - Establish and maintain good relationships with coaches, staff, and administration.
 - Exercise professional independent judgment, discretion, and initiative in performing duties.
 - Supervise and provide lead work direction in prioritizing assignments with conflicting deadlines and promoting teamwork to optimize effectiveness.
- Ability and willingness to support the equity and diversity commitments of the department.
- Demonstrated ability to work effectively with individuals from diverse ethnic, cultural, and socio-economic backgrounds.
- Ability to monitor, maintain and coordinate facility maintenance and upkeep.
- Ability to create and maintain program records and data for developing and implementing strategies to meet programmatic goals and enhance processes.
- A history of regular attendance and positive performance evaluations.

Education and Experience:

- High School Diploma.
- Two years' work experience in an athletic event coordination environment in multiple venues.
- Experience in coordination of safety and traffic for large crowds.

Preferred Skills:

- Experience with facility maintenance, upkeep, setup, and staffing.
- Experience in the assignment and supervision of part-time and temporary staff.
- Computer literate.

SPECIAL CONDITIONS OF EMPLOYMENT AND POSITION DESIGNATIONS:

The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in [CSU Executive Order 1083](#) as a condition of employment.

SIGNATURES

My signature denotes that I have reviewed the duties, responsibilities, and functions outlined on the position description form and that it is an accurate statement of the duties and responsibilities assigned to this position. The position description is intended to describe the general content and essential requirements for the position and is not an exhaustive statement of duties. Management has the exclusive right to alter this position description.

This position description is not an employment agreement or contract. Management has the exclusive right to alter this Position Description. The Athletic Corporation is associated with the University; however, employees of the Corporation are not employees of the University or the State of California.



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Print Name	Signature	Date
Employee:		
Supervisor:		
Appropriate Administrator:		



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Position Description Form

Employee Name: _____ Position: Event and Facilities Coordinator
 Department: Athletic Corporation Date Prepared: August 2024

WORKING ENVIRONMENT

Check the appropriate box which most accurately describes the extent of the specific activity performed by the employee on a daily basis. If the activity is performed less than one (1) hour each day, check the N/A box.

PHYSICAL EFFORT

	Number of hours/day						Number of hours/day				
	N/A	1-2	3-4	5-6	7+		N/A	1-2	3-4	5-6	7+
1. Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12. Lifting or carrying					
2. Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A. 10 lbs. or less	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	B. 11 to 25 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Bending Over	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	C. 26 to 50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	D. 51 to 75 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	E. 76 to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Reaching overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	F. Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Crouching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	13. Repetitive use of hands/arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	14. Repetitive use of legs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Balancing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15. Eye/hand coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Pushing or pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
16. Driving cars, trucks, forklifts and other equipment						Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>		
17. Being around scientific equipment and machinery							<input type="checkbox"/>		<input checked="" type="checkbox"/>		
18. Walking on uneven ground							<input checked="" type="checkbox"/>		<input type="checkbox"/>		

MENTAL EFFORT

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Directing Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Using math/calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Working at various tempos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Concentrating amid distractions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Remembering names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Remembering details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Making decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Working rapidly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Examining/observing details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12. Discriminating colors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ENVIRONMENTAL FACTORS

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Inside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Outside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Humid	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. High places	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Hot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Dry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Wet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Change of temp	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Dirty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12. Dusty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13. Odors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14. Noisy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15. Working with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. Working around others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17. Working alone	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>