Legacy Christian Academy

Site Manager – Job Description

Position: Site Manager
Department: Athletics
Reports To: LCA Athletic Office
Compensation: Seasonal Stipend
Position Type: Seasonal / Part-Time

Position Summary

The Site Manager is responsible for overseeing game-day operations for home contests at Legacy Christian Academy (LCA). This individual will help ensure that games run smoothly, facilities are properly prepared, and officials, coaches, volunteers, student athletes, and spectators have a positive experience. The Site Manager will represent LCA Athletics in a professional manner while supporting the school's mission of *Equipping Leaders for Christ.*

Primary Responsibilities

Facility Preparation

- Arrive 30 minutes prior to warm-up time for scheduled games to ensure that game day contest and surrounding areas are prepared for competition.
    - Soccer: Gate table, concessions table
    - Volleyball: Court, team benches, scorer's table, scoreboard, gate table
    - Basketball: Court, team benches, scorer's table, scoreboard, gate table
    - Baseball & Softball: fields, dugouts, scoreboards
- Ensure hydration stations are prepped and remain adequately filled.
- Communicate facility concerns to the Athletic Office.

Officials, Game Personnel, and Volunteers

- Greet game-day volunteers and ensure they are prepared and have what they need.
    - Soccer: scoreboard operator, gate worker, ball boys/girls, concessions
    - Volleyball: line judges, scoreboard operator, bookkeeper, gate worker, concessions
    - Basketball: scoreboard operator, bookkeeper, gate worker, concessions
    - Baseball & Softball: scoreboard operators, gate workers, concessions
- Greet the athletic trainer if present or establish a line of communication with the athletic trainer if the athletic trainer is located at a different athletic contest on campus.
- Greet game officials and visiting coaches upon arrival and direct them to the appropriate areas.
- Ensure officials receive their game payments as provided by the Athletic Office.
- Assist visiting and home teams and coaches with facility information and other needs.
- Communicate staffing shortages to the Athletic Office.

Game-Day Operations

- Serve as the primary point of contact for officials and teams regarding game-day logistics.
- Oversee the general flow of home contests and help keep games running on schedule.
- Make necessary public address announcements before, during, and after games, including prayer, national anthem, introductions, sportsmanship reminders, and other announcements provided by the Athletic Office.
- Monitor spectator conduct and help maintain a safe, welcoming, and sportsmanlike environment.
- Proactively address inappropriate fan behavior. Support referee and/or school administration in enforcing fan, coach, and/or player removals.
- Address and document game-day incidents, communicating incidents to the Athletic Office.
- Assist with emergency situations by following established LCA procedures and contacting appropriate personnel when necessary.

Post-Game Responsibilities

- Ensure game equipment is properly stored and the gymnasium is returned to its appropriate condition.
- Ensure the cash box is appropriately secured.
- Check spectator areas, benches, and common spaces for damage and any facility concerns.
- Confirm game-day personnel have completed their responsibilities.
- Report any incidents, facility concerns, equipment issues, or other concerns to the Athletic Office.

Qualifications and Expectations

- Dependable, punctual, organized.
- Able to work independently and follow policy and procedures.
- Strong communication and interpersonal skills.
- Ability to manage multiple responsibilities in a fast-paced athletic environment.
- Ability and willingness to work evenings, Saturdays, and Sunday afternoons as required by athletic scheduling.
- Ability to represent LCA professionally and support the school's Christian mission and athletic department expectations.

Living Curriculum Representative:

- Pursue excellence in the position at all times, maintaining a consistent heart attitude of working for the Lord and not for men (Colossians 3:23).
- Humbly serve others in a manner that reflects Christ’s love and character (Philippians 2:3), modeling godly character and encouraging others to grow in their relationship with Jesus Christ (1 Corinthians 11:1).
- Serve as a minister of the gospel (Matthew 28:19-20) in leading other employees and Legacy Christian Academy students and families by example and instruction in thought, word, and deed (Philippians 4:8-9).

Position Accountability

Site Managers work under the direction of the LCA Athletic Office and are expected to follow all established athletic department policies, procedures, and expectations. The position requires attendance at assigned home contests and completion of all game-day responsibilities. The Site Manager provides an organized, safe, and positive game-day experience that reflects the mission and values of Legacy Christian Academy.