

Title: Field Coordinator

Reports to: Club Manager

Qualifications:

- Excellent communication skills
- Maintain communication with all board members.
- Follow through with all tasks
- Planning and organizational skills
- Basic Computer Skills including Word, and Excel
- Ability to hold others accountable with delegated tasks

Responsibilities:

- Field Maintenance:
 - Responsible for the maintenance of **ALL** NSC soccer fields.
 - Evaluate field conditions prior to the beginning of the soccer season and take appropriate measures to ensure that fields are playable.
 - Ensure proper park signage during Tru-Green applications.
 - Develop and maintain a field maintenance schedule for the year including coaches and volunteers.
 - Inspect and repair all field equipment such as painting equipment and mower.
 - Maintain and organize field equipment in the storage garage.
 - Ensure that there are enough supplies such as corner flags, anchors, etc.
- Game Preparation:
 - Measure, mark and line fields before first games of the season.
 - Manage striping of fields as needed.
 - Develop a schedule with coaches and other volunteers.
 - Goals moved to required locations
 - Anchors are properly installed on each net.
 - Inspect goals, nets and any other field equipment and shall coordinate with the Equipment Coordinator for any needed equipment.
 - Organize with coaching coordinator for team striping assignments Corner flags and extra anchors in the shed on location for each game
- Field Maintenance Day
 - Develop a plan for Field Maintenance Day including field assignments and instruction
 - Provide proper instruction of installation and removal of nets, including responsibility requirements. (First game-up. Last game-down.)