

TITLE: Soccer Complex Coordinator

QUALIFICATIONS: Certification of good health signed by a licensed physician; must be dependable, honest and trustworthy.

REPORTS TO: Athletic Director / Director of Operations

JOB GOAL: Coordination and Upkeep of Soccer Complex Grounds

PERFORMANCE RESPONSIBILITIES:

Provide a positive, courteous and professional demeanor with staff, students, administration and community patrons.

Cooperates with District maintenance staff to maintain athletic field located at Tower Park, keeping complex area neat, policed and clean at all times.

Report immediately to the Director of Operations any damage or vandalism to school property.

Report and coordinate with the Director of Operations minor maintenance or repairs needed to maintain grounds in a clean and operationally safe and efficient condition.

Cooperate with Director of Operations to ensure that the expenditures for maintenance stays within the scope of the annual budget.

Comply with District and Building policies and procedures.

Specific duties include:

- Weekly sweeping of field turf
- Unlock restrooms prior to all HHS games/tournaments
- Set up table, chairs and possible tent for ticket sales area
- Set up and break down of soccer field at HHS games
- Light maintenance duties – turn lights on, clean up trash around bench and high traffic areas as needed at HHS events
- Announcer and Scorekeeper for all HHS boys and girls home games

TERMS OF EMPLOYMENT:

Term contract with specified beginning and ending dates as indicated in letter of employment.

EVALUATION:

Evaluation of the performance of this job will be based on a combination of self evaluation and supervisor's evaluation according to the procedures developed for all district personnel.