

Spencer Soccer Club, Inc.

Job Title: Director of Field Coordination	Job Grade: Volunteer
Area: Field and Equipment	Reports to: Vice President of Fields and Equipment
Revision Date: 5/31/11	Term: 1 year / Elected by BOD or Annual Membership

Position Overview

The Director of Field Coordination shall be responsible for the coordination of all field use under the Field and Equipment Branch of the Spencer Soccer Club. He/she will report to the Vice President of Fields and Equipment.

Essential Job Functions

- Be in accordance with the Spencer Soccer Club Constitution and By Laws
- Maintain current knowledge of league rules, regulations, and policies
- Supplying all schools with completed Building Use Forms prior to the start of the Spring and Fall sessions
- Working with Mays Coordinator to schedule all home games and field practice assignments for all teams
- Establishing a communication protocol with the coaches and Mays Rep in the event of a cancellation
- Cancellation and rescheduling of games per the SSC Cancellation Procedures
 1. Contacting all coaches in a timely manner when games are cancelled
 2. Working with all coaches to schedule make up games
 3. Working with Mays Coordinator to see that make up games are posted

Non-essential Job Functions

- Complete other special assignments, which, from time to time, may be given by the President or BOD

Requirements

- Communicate field coordination strategic planning motions to the Vice President of Fields and Equipment

Other Skills/Abilities

- Intermediate understanding of Microsoft Word and Excel
- Intermediate understanding of web-browser functionality
- Access to a computer and internet

NOTE: This job description is not intended to be all-inclusive. Volunteers may perform other related duties as negotiated to meet the ongoing needs of the organization.