

Spencer Soccer Club, Inc.

Job Title: Director of Fields and Maintenance	Job Grade: Volunteer
Area: Field and Equipment	Reports to: Vice President of Fields and Equipment
Revision Date: 6/08/11	Term: 1 year / Elected by BOD or Annual Membership

Position Overview

The Director of Fields and Maintenance shall be responsible for monitoring, implementation, coordination, and communication of all Spencer Soccer Club field maintenance. The Director of Fields and Maintenance is not required, but may attend, monthly Board of Director (BOD) meetings. If in attendance, the Director of Fields and Maintenance has an equal vote in favor or against motions brought before the BOD.

Essential Job Functions

- Be in accordance with the Spencer Soccer Club Constitution and By Laws
- Maintain current knowledge of league rules, regulations, and policies relating to their area of responsibility
- Fields include:
 - East Brookfield Elementary Field
 - 4H Upper and Lower Fields
 - Abbey Field
 - Knox Trail Field
 - Wire Village Field
 - David Prouty High School Upper Field

Non-essential Job Functions

- Complete other special assignments, which, from time to time, may be given by the Vice President of Fields and Equipment

Requirements

- Attend the Annual General Meeting
- Communicate a monthly summary of actions and upcoming items to the Vice President of Fields and Equipment
- Preparation of fields prior to the start of the Spring and Fall Soccer Seasons
- Making sure field conditions are suitable for play (practice and games)
- Performing repairs on fields and/or equipment (nets) when damaged
- Making sure all fields scheduled for use per season are lined prior to any scheduled games.

Other Skills/Abilities

- 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.