

Spencer Soccer Club, Inc.

Job Title: Vice President of Fields and Equipment	Job Grade: Volunteer
Area: Field and Equipment	Reports to: Senior Vice President of Operations
Revision Date: 5/31/2011	Term: 2 years / Election in odd numbered Years

Position Overview

The Vice President of Fields and Equipment shall be responsible for the Field and Equipment Management Branch of the Spencer Soccer Club.. He/She shall supervise the actions of the Director of Field Coordination, Director of Field and Maintenance, Director of Equipment, and Director of Uniforms.

Essential Job Functions

- Be in accordance with the Spencer Soccer Club Constitution and By Law
- Oversee all responsibilities of reporting directors
- Create, develop, and monitor the field and equipment contracts
- Act as point of contact for all Field and Maintenance related contracts
- Maintain current knowledge of league rules, regulations, and policies that relate to responsibilities
- Responsible for key distribution to equipment sheds and field access
- Management of key release forms and distribution lists
- Coordinate Field and Maintenance branch information and communication between reporting directors and other members of the Board of Directors (BOD)
- Ensure all Field and Maintenance dates and deadlines are completed timely according to the Spencer Soccer Club Master Schedule
- Develop an annual budget of estimated expenses

Non-essential Job Functions

- Conduct all essential job functions and requirements for any vacated or unresponsive reporting director position
- Make recommendations to the BOD for removal of Reporting Director if such removal is in the best interest of the SSC.
- Complete other special assignments, which, from time to time, may be given by the President, Senior Vice President of Operations, or BOD

Requirements

- Attend Board of Director (BOD) meeting
- Communicate a summary of Reporting Directors to the BOD monthly
- Present field and equipment strategic planning motions to the BOD
- Present a written summary to the membership at the Annual General Meeting detailing the action items performed in the areas of field and equipment that occurred during the previous soccer year

Requirements (Cont.)

- Establish, review, and understand contracts with Portable Toilets, Landscapers and Excavators, landowners, etc.

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.