

## JOB DESCRIPTION FACILITIES COORDINATOR

Objective: Responsible for the maintenance of field, concession stand, and storage facilities. Recommends, researches and oversees and Capital Improvement Projects.

### Responsibilities:

- Ensure that fields and buildings are maintained.
- Responsible for painting fields before each official scrimmage and home game weekend. Works with the Equipment Manager to ensure adequate storage capacity for uniforms and equipment.
- Order and maintain adequate supply of field paint and functioning painting equipment.
- Organize crews of volunteers to set up for game days, police the areas of the park used by football for trash pick up throughout the day and breakdown of the field after the conclusion of the game day.
- Recommend Capital Improvement projects and recommends Capital Improvement Chairperson appointment on an as needed basis.
- Ensure all new capital improvements with estimated costs of >\$2500 undergo feasibility study.
- Oversee the planning and implementation of the Associations' Capital improvement projects to Board of Directors and General Association Meetings.
- Support the annual budgeting process in conjunction with the Treasurer, Coordinators, Concession Management, Equipment Management, Vice President and President.
- Attend all Board and General Association Meetings.
- Vote on appointments of coaches, appointed chairs and matters that come before the Board and General Meetings.
- Institute, document, monitor and emphasize best practices for the role.

Skills Required: Communication, Interpersonal, Delegation, Organizational, Computer.