



## MARIN FC • Role Description and Compensation Package

### **Director of Facilities - TBD** (accepted TBD)

Administrative Staff

#### **Salary**

Base Starting: TBD depending upon qualifications  
Raises: Maximum of 2.5% of the base per year based upon BOD review and approval  
Bonuses: Maximum of 10% of the base per year based upon BOD review and approval  
Term: 2 years

#### **Qualifications**

Licensure: n/a  
Degree: Minimum Bachelor's in related field  
Experience: Minimum 3 years in administrative staff position  
Qualities: Technically proficient, high organization aptitude, high management and interpersonal skills and demeanor

#### **Role Responsibilities**

Administrative:

1. Build and maintain relationships with facility owners
2. Master rental systems and protocols
3. Develop an annual calendar of rental needs
4. Monitor field needs and complexities (renter restrictions, game schedules, other sports impacts)
5. Coordinate game and training schedules with managers and coaches
6. Coordinate ATC and referee needs with appropriate personnel for scheduling
7. Attend one BOD meeting annually

Managerial:

1. Manage ongoing changes and adjustments to established schedules
2. Resolve scheduling conflicts

Field:

1. Plan field layouts in advance of season
2. Paint and periodically re-line fields as needed
3. Monitor field and equipment conditions by regular interval inspections
4. Plan for maintenance and replacement needs

#### **Demand Expectation Estimate**

Administrative: 6 - 8 hours weekly  
Managerial: 2 - 4 hours weekly depending on time of year  
Field: 2 - 6 hours weekly  
Range Total: 10 - 18 hours weekly

#### **Restrictions**

1. May coach (if applicable) only 2 MFC teams per annum. Taking up any additional coaching roles must be approved by the Board.

