



## Director of Field Operations

Administrative Staff

### Salary

Base Starting: \$28K - \$42K per year 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

General: Work experience with exposure to scheduling and/or sports/facilities management.

Managerial: Managerial experience in administrative staff position.

Qualities: Self-motivated, analytical and highly organized with attention to detail. Ability to work independently with strong problem-solving skills. Proficient with Excel/Numbers and comfortable learning and interfacing with scheduling/rental and related software systems. Excellent management and interpersonal skills. Responsive with strong communication skills (written and verbal) essential.

### Role Responsibilities

Administrative:

1. Implement scheduling policies and objectives for the club
2. Build and maintain relationships with facility owners
3. Master rental systems and protocols
4. Develop an annual calendar of rental needs
5. Build a monthly schedule for games and trainings according to NorCal and ECNL specific guidelines
6. Communicate monthly schedule and changes to manager, coaches and outside parties (referee assignors, Certified Athletic Trainers (ATC), opponents and leagues)
7. Update Visitor's Guide and distribute to managers and ECNL Directors two-days prior to match play.
8. Monitor changes in field demand and availability, adopt scheduling changes as necessary and alert teams and other affected parties.
9. Provide monthly report to BOD and attend quarterly BOD meetings (if needed)

Managerial:

1. Coordinate and guide training and game schedule operations for the club
2. Manage and communicate ongoing changes and adjustments to established schedules
3. Resolve scheduling conflicts (based on coach, team and other interested parties input)
4. Manage and oversee Maintenance Assistant.
5. Interface and communicate with BOD scheduling representative/subcommittee

Field:

1. Plan field layouts in advance of season and adjust
2. Coordinate lining and painting of fields with Maintenance Assistant
3. Monitor field and equipment conditions with Maintenance Assistant
4. Plan for maintenance and replacement needs. Report to BOD as needed

### Demand Expectation Estimate

Administrative: 6 - 18 hours weekly

Managerial: 2 - 8 hours weekly depending on time of year

Field: 2 - 4 hours weekly

Range Total: 10 - 30 hours weekly, likely average of 18-20 hours per week. More time needed at the beginning of each season in particular Fall and Spring. Position requires being on "call" in the evenings and weekends in case of scheduling conflicts.

