

**Seneca Valley Junior Football Association
of Cranberry Township
P.O. Box 1638
Cranberry Township, PA 16066**



**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:

- Recruit and identify membership of committee to the Executive Board.
- Responsible for ensuring an updated emergency response procedure and policy is in place for Association operations and that it is communicated and acknowledged by all coaches, board members and local emergency responders on an annual basis.
- Ensures that fields and buildings are maintained.
- Responsible for painting fields before each official scrimmage and home game weekend.
- Works with equipment manager to ensure adequate storage capacity for uniforms and equipment.
- Orders and maintains adequate supply of field paint and functioning painting equipment.
- Works with Coordinators to schedule field usage reservations through the Township for practices and games.
- Organizes 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.
- Recommends Capital Improvement projects and recommends Capital Improvement Chairperson appointment on an as needed basis.
- Ensures 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.
- Supports the annual budgeting process in conjunction with the Finance Committee Chairperson, Treasurer, Coordinators, Concession Management, and Equipment Management, and President.
- Works with Cranberry Township to ensure SVJFAC interests are considered by Township Parks & Recreation in their planning and budgeting process.
- Attends all Board and General Association Meetings.
- Institutes, Documents, monitors and emphasizes best practices for role.

Skills Required:

- Communication, Interpersonal, Delegation, Organizational, Computer.