

**Job Title: Field Manager**

Wage: \$2,000 per season (paid after completion of the season)

General Summary:

The Field Manager oversees the maintenance of all athletic equipment on the fields for the Idaho Inferno Soccer Club program and events. Their objective is to ensure properly maintained equipment is provided to the soccer fields. The Field Manager coordinates and maintains fields and facilities as appropriate and is responsible for working with the Treasurer to create purchase orders based on inventory needs.

Essential Job Functions may include, but are not limited to:

- Determine the needs & generate purchase order recommendations, submitted to the Treasurer
- Research to find the best price on equipment needs to be prudent with club spending
- Establish, maintain, and reconcile field equipment inventories; maintain accurate, running inventory at all times
- Report inventory numbers to the Board ccd the Secretary of IISC within 1 week following each season **for** reconciliation
- Oversee the maintenance of all field equipment & goals; maintain goals in working order
- Ensure that all equipment is maintained in a clean & serviceable condition
- Oversee and ensure goals are being locked up daily at Brothers Park and Sisters as needed
- Oversee and coordinate field setup for home games, including field markers, banners, corner flags, goals, etc...
- Coordinate establishing the goals & nets on the soccer fields before each regular soccer season
- Coordinate the removal & storage of goals & nets after each regular soccer season
- Perform other duties as may be assigned from time to time from the IISC Executive Board
- Maintaining fields (filling holes, fixing issues as needed for games and reporting safety issues to the President immediately)

Job Criteria:

- Excellent interpersonal, oral and written communication skills
- Excellent problem-solving and mediation skills
- Excellent planning and organizational skills; excellent time management skills & ability to multitask and prioritize work
- A positive attitude and ability to plan and adapt to change; must be reliable
- Ability to handle average-weight objects, up to 50 pounds
- Ability to stand and/or walk for extended periods of time
- Ability to provide direction to others and use sound judgment
- Work availability hours (average 7 hrs/week during the soccer season)
- Available to work evenings and weekends, as necessary
- Available to work Saturdays during the regular soccer season
- Valid Idaho Driver's License
- Integrity when handling club assets
- Outstanding customer service skills
- Access to high-speed internet
- Ability to pass a background check
- Work environment might involve exposure to hazards or physical risks which require following basic safety precautions
- Work may involve moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors and/or loud noises