



<b>Position:</b> Field Maintenance/Sports Facilitator 1 Position	<b>Reports to:</b> Technical Director/Sports Facilitator	<b>Location:</b> 965 Winnipeg Street Prince George, BC V2L 5M9
<b>General Accountability:</b> The Field Maintenance/Sports Facilitator is expected to provide leadership and initiative towards the organization and execution of the PGYSA equipment and fields. Main duties will including line painting, cleanup, equipment maintenance and setup, repairs, and inventory. Additional duties may involve supporting and setting up for coaching; Active Start Mini-Fest, Summer Cup Tournament, PGYSA Sanctioned tournament or Jamborees, Medal Presentations, Soccer Camps, After School Soccer Program, and the contact on the Fields to relay to the Office.		
<b><u>Duties and Responsibilities:</u></b> <ul style="list-style-type: none"><li>● Represent PGYSA in a positive and professional manner by greeting visitors, members, coaches and volunteers that visit the indoor facility and outdoor Rotary Fields.</li><li>● Answer inquiries in a prompt, polite and efficient manner</li><li>● Be the contact person for concerns re: fields and equipment between coaches, parents and players at the fields and the Sports Administrator and Technical Director</li><li>● Constant inventory</li><li>● Ensure gates are open &amp; closed at the scheduled times</li><li>● Clean washrooms, pick-up any debris from the fields, &amp; empty garbage bins</li><li>● Clean and Tidy storage rooms and referee room.</li><li>● Notify the Sports Administrator and/or Field Maintenance with any field concerns</li><li>● Ensure equipment is stored properly and maintained</li><li>● Help with any repairs of equipment or fields</li><li>● Help with set up and take down of the fields including line painting, nets and other equipment</li><li>● Stake out and line the Fields and maintain the field painted lines throughout the season</li><li>● Working closely with City Maintenance workers<ul style="list-style-type: none"><li>○ Any damage done to fields or irrigation</li><li>○ Any plans of driving on field</li><li>○ any concerns regarding city workers and our equipment</li><li>○ maintaining a steady schedule of equipment moves to ensure grass is given rest</li><li>○ Working with their maintenance schedule to not interfere with their work</li></ul></li><li>● Setting up tents for shade on Saturdays and taking them down at the end of the day</li><li>● Ensure supplies are on hand including; paint for lining, gas for quad, cleaning supplies, bathroom supplies etc.</li><li>● End of season cleanup, take down, inventory and storage of equipment</li><li>● Support with setup and cleanup of any PGYSA tournaments or Events</li></ul>		

### **Set up fields for events**

- Work with the other Summer Student in creating a plan for the Active Start Mini Festival
- Help Organize plans for vendors and all activities for the day
- Set-up the fields for the day of the event and clean-up at the end of the event
- Help with the final report and returning banners to Canada Soccer

### **Summer Cup Tournament**

- Join the U13-U18 Committee Members to assist with the preparation of the tournament
- Ensure equipment is in good working order
- Make sure all teams have equipment needed
- Keep facilities clean throughout event

### **Soccer Camp**

- Assist the Technical Director with the organization, and setup of the PGYSA Camps
- Set up fields and equipment for camps

**Duties may be added to this job description at the discretion of the Technical Director**

### **PGYSA MISSION**

*To cultivate the most inclusive, positive, and passionate soccer community, promoting soccer for life based on fair play, respect, and sportsmanship.*

### **PGYSA VISION**

*To build a best-in-class soccer development system strengthened by the most progressive programs for players, coaches, officials, and families.*

**Pay Rate: \$18 Hourly      up to 30-40 hours/week**