



# Terrebonne Parish Consolidated Government

## JOB DESCRIPTION

<b>POSITION TITLE.....:</b>	Field Director (Part-Time) – MLK Field
<b>DEPARTMENT.....:</b>	Parks and Recreation
<b>DIVISION.....:</b>	Sports Official
<b>CLASSIFICATION/GRADE.....:</b>	
<b>REVISED.....:</b>	07/2018
<b>REPORTS TO.....:</b>	Athletic Program Coordinator
<b>REVIEWED.....:</b>	07/2018
<b>WAGES.....:</b>	Non-Exempt

### **SUMMARY:**

Under the direction of the Athletic Program Coordinator, the Field Director shall oversee and coordinate the administration of the field's activities and maintenance for the TPR events at the softball complex on MLK Blvd. in Houma. Work includes performing a variety of administrative and programmatic work on a daily basis in support of assigned properties. Plans and coordinates activities and events involving Parish recreation programs such as softball, travel teams, and other interested parties.

### **BASIC FUNCTIONS:**

1. Ensure games are held as scheduled.
2. Verify that officials, scorekeepers, and timekeepers work games as scheduled.
3. Coordinate with the TPR Sports Official Coordinator if officials fail to show on time to games and a replacement is required.
4. Recruit and schedule scorekeepers and timekeepers to work in press boxes during games.
5. Collect, review and approve time sheets from officials, scorekeepers, timekeepers and other officials daily and submit to TPR Office weekly.
6. Coordinate any changes to game schedule due to weather, safety, etc, with TPR Personnel as necessary.
7. Keep field calendar on TPCG Recreation website up to date for all games, practices, events and changes thereto.
8. Address issues, problems, and concerns during field use times in a polite and professional manner.
9. Report any accidents, problems, or issues as appropriate to TPR Administration on or before the next business day.
10. Contact the Athletic Program Coordinator or TPR Director if there are serious problems or issues.
11. Escort ejected fans, coaches, players, etc. from the facility and report incident to TPR Administration on or before the next business day.

### **OTHER REQUIREMENTS:**

1. Make calls to inform the Recreation Office, umpires, scorekeepers, coaches and teams in the event of a change to scheduled games and update website calendar accordingly.
2. May need to do field work or prep for scheduled games in the event Recreation District fails to do so (line fields, drag infield, etc.)
3. May be required to open and man field for non TPR events in the event Recreation District personnel are unable to.

### **EDUCATION/EXPERIENCE:**

1. High School Diploma, GED or equivalent is required.
2. Prior experience is a plus.