



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

<b>POSITION TITLE.....:</b>	Field Director (Part-Time) – Lafayette Woods
<b>DEPARTMENT.....:</b>	Parks and Recreation
<b>DIVISION.....:</b>	Sports Official
<b>CLASSIFICATION/GRADE.....:</b>	Field Director
<b>REVISED.....:</b>	02/2019
<b>REPORTS TO.....:</b>	Athletic Program Coordinator
<b>REVIEWED.....:</b>	02/2019
<b>WAGES.....:</b>	Non-Exempt (per game)

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### **SUMMARY:**

Under the direction of the Athletic Program Coordinator, the Field Director shall oversee and coordinate the administration of the field's activities for TPR events at Lafayette Woods. 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, baseball or 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 Athletic Program Coordinator if officials fail to show on time to games and a replacement is required.
4. Help recruit and schedule scorekeepers or clock operators to work during games.
5. Collect, review and approve time sheets from officials, scorekeepers, clock operators and other TPR personnel 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 updated calendar of 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.
12. May be asked to open and man field for other events in the event the Recreation District personnel are unable to.
13. May need to do light field work (line fields, drag/rake field) or prep for scheduled games in the event the Recreation District personnel are unable to.

### **OTHER REQUIREMENTS:**

1. Submitting to a background check.
2. Any other training or certifications as may be required.
3. All Parish employees are required to complete the Louisiana State Ethics Training annually.

### **EDUCATION/EXPERIENCE:**

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