

# GROUNDSMAN

Quality of Life | Athletics and Leisure | Non-District Recreation



## SUMMARY

**Part-Time Position.** *Oversee and coordinate the administration of the facility's activities and maintenance for Terrebonne Parish Recreation events. Monitor facilities during activities and events, such as basketball, volleyball, baseball, softball, cheer, and other activities/events as needed. Maintain facilities, equipment, and grounds.*

### JOB OVERVIEW

#### TYPE/GRADE

Non-Exempt (Hourly)

#### SCHEDULE

Monday to Thursday

*Must work weekends, evenings, and holidays for scheduled athletic events as needed.*

#### SHIFT

4 p.m. to 8 p.m.

#### LOCATION

Various gyms throughout the parish as needed

#### REPORTS TO

Athletic Program Coordinator

#### PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

#### WORK ENVIRONMENT

- Frequent interactions with members of the public and youth
- Indoors and outdoors in varying climates and conditions

## ESSENTIAL FUNCTIONS

- Monitor facilities, oversee activities, and act as the on-site representative of the Athletics and Leisure Division.
- Verify that officials, scorekeepers, and timekeepers work scheduled games, and work with the program coordinator if a replacement is required.
- Ensure equipment and supplies are available and in good working condition.
- Coordinate facility use schedule with the Athletics and Leisure Division for games, practices, and events. Communicate any changes to the Athletics and Leisure Administration.
- Administer Athletics and Leisure policies and procedures to ensure a safe and healthy workplace.
- Collect, review, approve, and submit time sheets for officials, scorekeepers, and other personnel weekly.
- Address issues, problems, and concerns during facility use in a polite and professional manner. Report accidents, problems, or issues to the Athletics and Leisure Administration promptly. Contact the athletic program coordinator immediately for serious issues.
- Escort ejected fans, coaches, players, etc. from the facility and report incidents promptly.
- Maintain the cleanliness of facilities, grounds, and restrooms by dusting, sweeping, mopping, picking up trash/debris, replenishing supplies, etc.
- Perform other duties as assigned by supervisor.

## GENERAL REQUIREMENTS

- Submit to applicable background check.
- Attend trainings and obtain certifications as required.

## EDUCATION, EXPERIENCE, AND LICENSES

- High school diploma or GED certification required.
- Prior experience a plus.

## EMERGENCY EVENTS

Not required to work during emergency events.



Questions? No problem! Email us at [employment@tpcg.org](mailto:employment@tpcg.org).