

**Arlington Public Schools
Arlington, MA 02476**

**Job Description
10/05/2015**

POSITION: FIELD MONITOR/SUPERVISOR

JOB GOALS: Provide oversight and supervision of groups that use the Peirce Field artificial turf and ensure that all groups using the field comply with the rules and regulations for use.

QUALIFICATIONS:

- Resident of the Town of Arlington or surrounding community as easy access to fields is necessary
- Bachelor's Degree from accredited college/university preferred
- At least five (5) years' experience in school and/or athletic setting
- Familiarity with rules & regulations of the district
- Citizenship, residency or work VISA in United States Required

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- The field supervisor will assure that a qualified user/coach/manager will coordinate the use of equipment and that all participants adhere to field rules & regulations
 - Oversee "carry in and carry out" of equipment and other belongings
- Ensures safety of school grounds including oversight of security
- Efficiently manages use of energy/lighting/utilities through conservation oversight and turns on lighting prior to use if necessary
- The field supervisor will report any/all groups exhibiting inappropriate behavior, not having proper supervision or violating rules and regulations to central administration as soon as possible. Refusal or discontinuance of field use may apply.
- The field supervisor will be the contact person for all users. Users must provide all necessary documentation prior to field use
- Review permits to ensure all users have submitted liability insurance certificate and have made arrangements for payment of field usage
- Continuous review of calendar to insure proper coverage of field
- Review permits to ensure all requested equipment, etc. will be available to user
- Responsible for security of field and facility. Keys will not be available to any user.
Only field supervisor will have keys
 - Unlock field space prior to use

- Lock and secure field space and equipment after use
- Field supervisor will consult with Supervisor of Custodians and Athletic Director to ensure custodial coverage when necessary
- Ensures proper maintenance of public school equipment and that usage of equipment by other groups will not be permitted unless authorized and in accordance with provisions of permit
- Ensure that users do not store equipment on school grounds and that users exercise caution when moving their equipment so not to damage turf. (Dragging equipment across turf is prohibited)
- Work well independently
- Work well in fast paced environment
- General supporter of athletic programs, groups and school and community activities
- Work flexible hours including weekends, evenings and holidays
- Provide additional coverage when necessary
- Conducts continuing analysis of systems and procedures.
- Performs other duties as assigned

TERMS OF EMPLOYMENT:

10 – 12 hours weekly – when field is in use –Fall, Spring & Summer, Approximately 25 – 30 weeks per year

REPORTS TO: **Athletic Director**

SALARY: \$15.00 - \$20.00 per hour, depending upon education and experience

Arlington values diversity. We strongly encourage candidates of varied backgrounds, including people of color, persons with disabilities and others to apply.