

## **Facilities Coordinator Job Description**

The Liberty Township Recreation Commission (LTRC) will enhance its sports and recreation programs by appointing a Facilities Coordinator to assist each sports program by being responsible for ensuring the upkeep and maintenance of its playing facilities. This is a year-round volunteer position. The LTRC will appoint the Facilities Coordinator each year. The Facilities Coordinator will be expected to totally administer and facilitate the maintenance of the town's recreational facilities. The Facilities Coordinator will report to the LTRC, and is expected to carry out the philosophy of the LTRC. The Facilities Coordinator's duties will include:

1. Working with community volunteers, the DPW, and other relevant town organizations to ensure the regular upkeep and maintenance of our various sports facilities.
  - a. Baseball
    - i. Arranges and conducts the pre-season field preparation in March, including obtaining and spreading ballfield clay, ensuring proper grading of infields, removal of crabgrass and weeds, securing fences and field tarps, raking and lining fields.
    - ii. Arranges and coordinates weekly raking of infields, and ensures daily dragging of infields.
    - iii. Arranges and coordinates biweekly lining of infields, and ensures adequate supply of lime and line paint.
    - iv. Coordinates lawn maintenance as needed.
    - v. Ensures equipment storage facilities are functional and properly stocked.
  - b. Soccer
    - i. Arranges and conducts pre-season field preparation, including distribution of goals, lawn maintenance, and lining of fields.
    - ii. Arranges and coordinates regular lining of soccer fields, and ensures adequate supply of line paint.
    - iii. Ensures proper maintenance of outdoor soccer goals.
  - c. Miscellaneous
    - i. Arranges and coordinates regular maintenance of playground areas, including pest removal, lawn maintenance, and general upkeep.
    - ii. Communicates with respective sports commissioners with respect to issues surrounding proper field care.
    - iii. Arranges and coordinates regular maintenance of tennis and basketball court areas, as well as adjacent picnic areas at Free Union Fields.
    - iv. Coordinates and instructs volunteers, DPW personnel, and other relevant parties with respect to ballfield maintenance.
    - v. Works with the LTRC in the development of annual maintenance budgets.

- vi. Ensures the proper display of all signage at various field locations.
- vii. Coordinates lawn maintenance and weed control at various locations.
- viii. Ensures adequate condition of ancillary items like ballfield clay, dugouts/backstops, benches, basketball and tennis nets, lighting, gates/locks, maintenance equipment, etc.

The Facilities Coordinator is encourage to enlist the support of parents and other volunteers to assist them in carrying out these responsibilities. The Facilities Coordinator may create an organization of line reporting, for example, whereby he/she appoints various personnel to be responsible for various aspects of facilities maintenance. Regardless of how the Facilities Coordinator elects to carry out these duties, the fact remains that the Facilities Coordinator and ultimately the LTRC are responsible to see that they are carried out.