

Job Title: Field Hockey Director

Closing Date/Time: August 13, 2018

Salary: \$30.00 - \$38.00 Hourly

Job Type: Temporary/Seasonal

Location: 101 Field Point Road, Greenwich, Connecticut

The Field Hockey Director works in coordination with the Recreation Supervisor to plan, organize, and implement the youth field hockey program. Responsibilities include:

See that field is set up for drills each week. Give instruction to the staff and volunteers.

Goalie equipment, balls, cones etc. are the responsibility of the instructor to bring to the field.

Take attendance. Notify Recreation Supervisor of any chronic absentees or no shows.

Administer First Aid if needed, write up accident or incident forms and turn it into the Recreation Office by Monday. Be familiar with participant's emergency information such as allergies to bee stings, etc. If necessary call ambulance and/or Police Dept. then immediately notify parents and the Recreation Supervisor.

Keep parents and anyone not registered for the program off the field.

Work with Recreation Supervisor in setting up friendly games and a Jamboree with other recreation teams/programs. Some travel will be required.

See that equipment is put away each week and the field left in the condition it was found.

Report dangerous field conditions etc. to the attention of the Parks Division.

Do not accept registration at the field. Inform parents that participants need to be properly registered through our office (liability/insurance issue).

Remain at the field until everyone is picked up.

Submit staff hours on a weekly basis.

Stay in touch with Recreation Supervisor throughout the season. Prepare a short evaluation at end of program. Include future equipment needs.

Season is 8 to 10 weeks beginning early September. Hours are 6 to 8 per week.

Minimum Qualifications & Special Necessary Requirements:

Must have previous playing and coaching experience. CPR and First Aid Certified. Must be at least 21 years of age.

Must pass a background check