

Job Title: Field Hockey Assistant Director

Closing Date/Time: August 13, 2018

Salary: \$25.00 - \$30.00 Hourly

Job Type: Temporary/Seasonal

Season runs: 8 - 10 weeks, beginning early September

6 - 8 hours per week

Games/practices are mainly on Saturdays

Returning seasonal employees may have preference to the position

Position is open until filled

Minimum Qualifications & Special Necessary Requirements: Must have knowledge of the game and have either played or coached and must be at least 16 years of age.

GENERAL STATEMENT OF DUTIES

Assist the Field Hockey Director with staff/volunteer instruction and supervision, field set-up, administrative duties, and communications with participants.

In the absence of the Director, serve as the primary contact for Field Hockey and fulfill the required responsibilities of the Director.

Ensure that all goalie equipment, balls, cones etc. are available.

Be familiar with participant's emergency information and keep an updated roster on hand. Administer emergency response and first aid if needed. Report all incidents to the Director.

Keep all parents and spectators not registered for the program off the field.

Assist the Director with any special events or games with other leagues. Some travel will be required.

Communicate with the Director and Instructors during times of inclement weather. Follow the Director's instructions for any cancellation or re-scheduled dates.

Ensure that all equipment is collected and put away each week and that the field is left in the condition it was found, if not better.

Inform the Director of any dangerous field conditions

Do not accept any registration forms at the field. Inform all parents that participants needs to be properly registered through the Department of Parks and Recreation (liability/insurance issue).

Remain at the field until every participant has been picked up by the appropriate person or party.

Submit hours on a weekly basis to the Director.