

Athletic Facilities & Grounds Coordinator

Hired by: Facilities Director
Evaluated: Annually
Schedule: 12 month

Reports to: Facilities Director
FLSA: Non-exempt
Supervises: None

The Athletics Facilities & Grounds Coordinator prepares and maintains fields, gyms, equipment, and facilities where student athletes practice, train and compete so they can perform to the utmost with the talents God has given them.

Spiritual Maturity

- Publicly profess a faith in Jesus Christ as Lord and Savior.
- Actively engage in the life and ministry of an evangelical church.
- Pursue a life of spiritual development through regular study of scripture and prayer.
- Demonstrate the fruit of the Spirit as a byproduct of a growing faith.
- Believe in and support Grace Polaris Church's "Our Beliefs and Identity" document.
- Agree to abide by the Worthington Christian Lifestyle Statement.

Professional Responsibilities

- Preseason & in season preparation & set up for all sports and activities.
- Equipment Care/Maintenance – maintain, review and whenever possible repair athletic department equipment.
- Organization / storage of all athletic equipment.
- Collaborate with Facility Director, AD, and athletic facility companies/contractors.
- Work with WC head coaches prior to the start of their seasons and throughout the season to address facility's needs.
- Special projects, improvements
- Event Setup (and supervision as needed)

Qualifications

1. Ability to work independently.
2. Detail oriented
3. Work well in a team or alone, in all weather conditions.
4. Capability to perform moderate to heavy physical labor on a daily basis.
5. Able to operate and maintain power equipment.
6. Capacity to multitask over the course of a day by planning, balancing and prioritizing tasks.
7. Willing to work weekends and holidays as needed

Physical Requirements

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
Outdoor Duty			
Cold (50 deg. F or lower)		X	
Heat (90 deg. F or higher)		X	
Gases/Fumes/Dust		X	
Chemicals/Solvents		X	
Noise		X	
High stress		X	
Interruptions	X		
Climbing stairs/Kneeling		X	
Crawling	X		
Standing/Sitting/Walking			X
Bending			X
Reaching over shoulder			X
Pushing/Pulling			X
MOVING HEAVY ITEMS	OCCASIONAL	FREQUENT	DAILY
Lifting/Lowering/Caring			
Up to 20 lbs.			X
Up to 50 lbs.		X	
More than 50 lbs.	X		
OPERATE MACHINERY			
Telephone		X	
Computer/Fax/Copier/Printer	X		
Mower/Gator Cart/Lawn Equipment		X	
OTHER REQUIREMENTS			
Summon emergency help	X		
Apply CPR/First aid	X		
Lead field trips	X		
Communicate data	X		
Driving		X	

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Print Name

Date

Signature