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Job Title: Fields/Facilities Coordinator

Position Overview:

The Fields/Facilities Coordinator is responsible for the coordination, scheduling, and maintenance oversight of athletic fields for travel and recreational programs. This role involves heavy communication with coaches, staff, and local government agencies (PRCS) to ensure all teams have appropriate space for practices and games throughout the seasonal and off-season periods. This position reports directly to the **Director of Fields and Facilities**.

Key Responsibilities

Seasonal Set-Up & Communication

- **Team Coordination:** Prepare and send communication to all travel teams detailing requirements for submitting practice requests, including parameters and deadlines.
- **Data Collection:** Collect all recreational coaches' practice requests from the registration system.
- **Collaboration:** Work with recreational program managers to ensure all requests are captured as coaches are added and teams are formed.
- **Verification:** Prepare and verify working documents and summaries of practice requests/assignments for all travel and recreational teams.
- **Maintain:** Ensure that the individual programs and supplemental programs are updated in the master schedule as they are set in the calendar.
- **Review:** Work with Rec Program Manager to review estimated team counts by region to establish field layout plan

Schedule Preparation & Management

- **Master Scheduling:** Prepare master practice schedules each season and ensure timely entry into scheduling software.
- **Quality Control:** Review draft practice masters and field matrices before finalizing and publishing.
- **External Reporting:** Provide PRCS with the final practice schedule using the required Field Commission report matrix (2) weeks prior to first practice.
- **Daily Updates:** Reschedule practices and training sessions daily as needed due to changes in field availability or blackout dates.
- **Maintenance:** Maintain blackout calendar in playmetrics



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Field Coordination & Maintenance Oversight

- **Strategic Planning:** Collaborate with the Director to review seasonal field allocation and create the field matrix.
- **Supply Management:** Coordinate with the Park manager to ensure that necessary field equipment is ordered, inventory is up to date, and in good working order. Monitor field lining paint stock and order additional supplies as needed.
- **Lining Program:** Oversee the seasonal field lining program and assign regional tasks to approved financial assistance recipients/staff. This includes payments/credits recaps to the Dir of Ops..
- **Maintenance Communication:** Maintain regular communication with PRCS, the Director, and Park Managers regarding field setup, goal movement, repairs, and mapping.
- **Digital Access:** Ensure updated field maps are uploaded to the website for relevant parties.

Game & Weather Operations

- **Game Support:** Assist with rescheduling weekday rainouts and proofing weekend game schedules to prevent double-booking.
- **Weekend Coverage:** Manage weekend rainout operations every other weekend or as coordinated with the Director.
- **Field Closures:** Maintain a daily weather line and upload field closure notifications to appropriate platforms.

Off-Season & Administrative Tasks

- **Long-term Requests:** Prepare summer and winter field requests with the Director for submission to PRCS by established deadlines (May 1st and October 1st).
- **Budget Administration:** Work with the Director to ensure that the department is operating within the budget set.
- **Systems Sync:** Ensure the field schedule remains consistent with the PRCS RecTrac system, this includes weekly updating with PRCS and LCPS for any changes.

Benefits Overview:

This position is a full-time Exempt position.

Loudoun Soccer offers a 401K Retirement Match up to \$3,000. Medical, Vision, and Dental Insurance Coverage, paid time off as well as Federal Holidays.