

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

- TITLE:** Weekend Field Supervisor
- REPORTS TO:** Assistant to the Business Administrator
- QUALIFICATIONS:** High school diploma or equivalent
Familiar with all school and field locations
Ability to communicate effectively
Required criminal background check and proof of US citizenship or legal resident alien status
- JOB GOAL:** To oversee the use of the district's athletic fields during the months when the outdoor athletic facilities are being used by organizations in addition to the school district athletic activities.

PERFORMANCE RESPONSIBILITIES

1. Evaluate the condition of the fields and determine whether each field is suitable for use.
2. In the event of field closure post notice of closing on district voicemail box as noted on permits.
3. Monitor the use of the fields and enforce field closures.
4. Verify that individuals using a field have the appropriate permit.
5. Monitor field use within the specifications of the permit and the policies of the Board of Education.
6. Notify the police in the event of violations of field use guidelines when the individual or organization does not respond to being directed to vacate a field.

Approved: 8/28/03

Approved: 5/12/09

Revised: 9/24/09

JD/Central Office

Weekend Field Use Report Form

Date: _____

Field Use Supervisor: _____

Weather Conditions: _____

All fields were available for use (check one) Yes No

Individual Fields that were closed for use: _____

Please describe any incidents that required your attention with a particular group or individual.

Form completed by:

Signed

Date