



Sun City Peachtree Softball Club

Job Description

POSITION:	Grounds and Facilities Coordinator
REPORTS TO:	Board Liaison as determined and assigned by the Board
TERM:	Appointed by Board to serve annually, calendar year January 1 through December 31.
JOB DUTIES:	<p>The responsibilities of the Grounds and Facilities Coordinator shall include:</p> <ol style="list-style-type: none">1. Serve as chair of the Grounds and Facilities Committee.2. Ensuring ball field is ready for league games including:<ul style="list-style-type: none">• Infield surface is kept in level and smooth playing condition with no serious ruts, holes, or spike marks using nail drags, drag mats, cocoa mats, etc.• Infield moisture content is sufficient to provide a stable and non-slick surface for players• Baselines are chalked in a straight manner and in the proper location according to SSUSA and/or local rules and easily visible to players and umpires• Foul lines, 160' arc, and pitcher's box are painted in a straight manner and in the proper location according to SSUSA and/or local rules and easily visible to players and umpires• Bases are installed and ready at the proper distance and non-used base posts are adequately plugged and covered• Dew removal for early morning games if needed3. Ensuring ball field is kept in good ongoing condition including:<ul style="list-style-type: none">• Maintain sufficient infield moisture through watering and/or irrigation• Maintain adequate amount of top dressing to provide absorption of irrigation water and/or rain• Maintain infield surface grade in such a manner as to promote water runoff and minimize standing water after heavy irrigation and/or rain• Work with Naturescapes, and/or SCP Golf Course to provide adequate mowing of all grass surfaces at the proper height• Replace worn grass areas as needed with new Bermuda sod• Implement aeration, fertilization and weed control program to maintain ideal Bermuda grass surface• Weed control of all non-grass areas around dugouts, backstop, and warning track

	<ol style="list-style-type: none"> 4. Long-term program to maintain and replace as needed: <ul style="list-style-type: none"> • Home plate area batters' box platform • Runner/scoring home plate • Pitching area AstroTurf • Base coach box AstroTurf • Crushed stone bordering dugouts, backstop, and warning track 5. Irrigation sprinklers are kept in good operating order and scheduled as needed to maintain infield and grass moisture content. 6. Maintenance equipment including chalking machine, paint striper, hoses, and outdoor tools are stocked and kept in good working condition 7. Consumable supplies are ordered and stocked as needed for ongoing field maintenance and preparation including: <ul style="list-style-type: none"> • White base chalk • White athletic line paint • Top dressing / drying agent • Packing material / clay 8. Recruit, train, and schedule an adequate number of grounds crew members to ensure coverage of any required game day field preparation 9. Work with Board representatives and team managers during game day rain incidents to advise and recommend game cancellations due to unsafe field conditions 10. Respond to emergency water leaks and work with Naturescapes accordingly 11. Work with Club Treasurer to prepare annual budget for field supplies 12. Work with Board, HOA, and/or SCP Property & Grounds Committee to ensure field-related capital projects are planned and executed in the proper manner
QUALIFICATIONS:	<ol style="list-style-type: none"> 1. Current membership and good standing in the Softball Club 2. Past administrative experience a plus 3. Past experience in the field of landscaping, turf management, etc. a plus 4. Provide personal golf cart able to perform field maintenance tasks requiring a motorized vehicle. 5. General knowledge of the rules and game of softball 6. Good organizational and communication skills 7. Work well with others 8. Proficiency with technology and office productivity programs such as Microsoft Word and Excel a plus