



FIELD OPERATIONS COORDINATOR

Department: Facilities Operations

Full/PT Time: 15 – 30 Hours

Supervisor: Facilities Ops Coordinator | GM

Location: Essex County

SUMMARY:

The New Jersey Spartans' Field Operations Coordinator aids in the set-up and breakdown of all game day and event related preparations.

ESSENTIAL FUNCTIONS:

- Set-up, and tear down all game day advertisement banners and A/V equipment.
- Aid in the set-up/break-down of concession stands during home games.
- Help with the set-up/breakdown of various fundraising events and campaigns.
- Lend a hand with ticket taking and any of the concession outlets during home games, as necessary.
- Assist with game day activities (i.e. raffles, promotions, away transportation, etc)
- Oversee proper equipment operation to ensure minimal damage to facilities.
- Report any safety hazards to the supervisor immediately.
- Assume responsibility for the cleanliness of the home field to include, turf, stands and locker rooms.
- Promote and sell tickets for games and special events as well as Spartan merchandise.
- Communicate with other staff and customers in a courteous and professional manner
- Event Assistance – It is mandatory that Interns be available to help with any events occurring during the Internship (i.e. games, fundraisers, promotions and other special events hosted by the Spartans)
- Provide assistance to the rest of the management staff members as requested, when needed.
- Perform other duties and responsibilities as assigned by the Facility Operations Coordinator or GM.

EXPECTATIONS:

- Abide by the Rules & Regulations established by the New Jersey Spartans Organization.
- Project a professional image in all interactions with customers and fellow Spartan Associates.
- Arrive on time and perform your duties based upon your scheduled hours.
- Represent the New Jersey Spartans and the football program with pride and respect at all times.

QUALIFICATIONS & SKILLS:

- Strong desire to work in a sports related environment.
- Ability to be work under pressure in a fast paced environment.
- Attention to details and excellent organizational skills.
- Able to stand and walk for long periods of time.
- Capable of lifting heavy equipment.
- Time Management

EDUCATION | EXPERIENCE REQUIREMENTS:

- High School Diploma
- Some College.

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