

GREATER BURLINGTON AREA INDOOR SPORTS FACILITIES

THE TURF THE COURTS



Assistant Director – The Turf

The Greater Burlington Area Sports Facilities are looking for an individual looking to work in the exciting world of sports and recreation as the Assistant Director of The Turf. This is a part-time position working with the Director of Sports & Facilities in operating The Turf facility in Burlington, Iowa.

Job Description:

Assists in the daily operation of the Turf facility which may include but not limited to opening and closing the building, performing general maintenance, custodial activities, setting up for events, operating the concessions stand and selling tickets. This person will be entrusted to operate the facility in the absence of the Director. This is a part time position ranging from 10-30 hours per week. Hours are dependent on activities scheduled in the facility. This position will have the bulk of its hours in November through March.

Responsibilities:

- Assist the Director in general operating of The Turf and its activities and events
- Opening and/or closing of the facility on designated days
- Assist in the operation of the concession stand
- Assist in general upkeep and maintenance of the facility and equipment
- Assist in setting up and breaking down events/practices
- Serve as Lead, in the absence of the Director
- Assist in training ticket takers, set up staff and concession workers
- Fill in as needed to staff shortages
- Other duties as assigned

Reports:

This position reports to the Director of Sports & Facilities for the Greater Burlington Area Sports Facilities.

GreaterBurlingtonSports.com · 614 S. Broadway St · Burlington, Iowa 52601
info@GreaterBurlingtonSports.com · #GreaterBurlingtonSports

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Pay Rate: \$18.00 per hour

Startling Date: July 2019

Minimum Qualifications:

Must be 18 years or older of age

Previous work experience in handling cash and customer service

Proficient in verbal and communications skills

Comfortable working with computer and software

Must have availability to work some nights and weekends (especially in the winter season)

Must be able to lift fifty pounds to waist level

Preferred Qualifications:

Bachelor's Degree

Experience in Sports & Recreation

General knowledge of the sport of softball, baseball, soccer and football

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