Fields Coordinator

We need help ensuring the fields are reserved and set-up for the season!

The Fields Coordinator will collaborate with the City of Eden Prairie and the Referee Director to reserve fields, set up goals, goal numbers, maintain nets, and monitor field conditions.

This role requires 10 hours per season and 2-hours per month for board meetings.

Transitioning into the role will include meeting with the current volunteer, email/phone of the volunteer coordinator, and one-pager with detailed instructions.

The duties of the Fields Coordinator include:

- Monitor email inbox for fields@edenprairiesoccer.org
- Attend monthly board meetings
- In January/February attend the annual Turf Meeting with the City of Eden Prairie Parks and Recreation Department to discuss fields inventory and usage.
- Repair any nets that are loose or replace nets as needed before the start of the season. Communicate with the volunteer coordinator if additional help is needed to complete this task.
- Attach goal numbers onto goals before the start of the season and remove the goal numbers at the end of the season and store them at Miller Park.
- Confirm that all nets are secure throughout the season by walking the fields each week or every other week during the season.
- Contact the City of Eden Prairie Parks and Recreation Department if there are any problems with the goal posts or if fields need special attention.
- At the end of the fall season, inventory all nets and zip ties and send a fields budget request to the Treasurer for the next season.
- Communicate with the volunteer coordinator to set up a SignUp Genius link to help with the nets/goal numbers or other tasks.