

VIRGINIA BEACH FIELD HOUSE

Job Description



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|-------------------|----------------------------------|
| Job Title | Field Marshall |
| Department | Sports Management |
| Location | Virginia Beach, VA |
| Reports to | Manager on Duty/ Sports Director |

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|-------|--|--------|--|
| Level | Type of position: | Travel | Amount Required: |
| | <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary | | <input checked="" type="checkbox"/> None <input type="checkbox"/> Minimal <input type="checkbox"/> 25%-50% <input type="checkbox"/> 50% or more |
| Grade | <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt | | |

JOB DESCRIPTION

The Field Marshall is responsible for ensuring safety for all guests at the Field House, but not limited to players, coaches, officials, and spectators. The Field Marshall reports directly to the Manager on Duty.

RESPONSIBILITIES

- Check rosters and player's identification
- Monitor and limit player boxes to players, coaches, and officials
- Ensure correct equipment is available for games
- Make sure games start on time
- Respond to all incidents, accidents, injuries, and altercations
- Complete and file corresponding paper work
- Keep Manager on Duty informed of issues and updates
- Monitor playing fields and courts
- Monitor facility and enforce Field House rules
- Complete special projects and daily assignments as directed by Management

Basketball

- Keep score
- Record fouls and timeouts
- Check rosters and player's identification
- Monitor and limit player benches to players, coaches, and officials
- Ensure correct equipment is available for games
- Make sure games start on time
- Respond to all incidents, accidents, injuries, and altercations
- File corresponding paper work
- Keep Manager on Duty informed of any updates
- Monitor playing fields and courts
- Monitor facility and enforce Field House rules

REQUIREMENTS

- Requires good communication skills, both verbal and written
- Must have strong leadership capability
- Must have strong guest service skills
- Ability to maintain focus in a high-volume, fast-paced environment
- Must be able to work under pressure
- Must be able to handle difficult situations and conflicts
- Ability to multi-task
- Ability to prioritize
- Must be able to work well in a group setting
- Must be observant and detail oriented
- Ability to remain calm and focus in an emergency situation
- Must be able to work irregular shifts to include, nights, weekends, and holidays as needed

Physical Requirements

- Must be able carry, kneel, lift, move, pull, push, reach, sit, squat, and/or walk for the duration of the shift (8 or more hours)
- Must be able to carry, lift, push and pull heavy equipment.

WAGE RANGE

\$8.00-\$9.50

Revised 3/26/14

I _____ (Employee's Name), hereby certify that I understand and agree to abide by the terms and conditions of my employment set forth in this agreement.

Employee's Signature

Date

Manager (Print Name)

Title

Manager's Signature

Date

Human Resources

Human Resources' Signature

Date