



Position Description

Position	Fieldhouse Manager
Building:	Laker Athletic Center
Reports To:	Athletic Director

Summary

The Fieldhouse Manager is responsible for the comprehensive oversight and management of the Laker Athletic Center ('LAC') including turf field, weight room, mezzanine, and other spaces. This position ensures optimal facility operations, maintains safety standards, and coordinates usage to maximize the educational and athletic benefits for student-athletes.

Essential Duties & Responsibilities

Facility Operations Management

- Oversee daily operations of all fieldhouse facilities including turf field, weight room, training areas, and associated spaces
- Develop and implement facility usage schedules to accommodate academic classes, athletic practices, athletic training, rentals, and community events
- Coordinate with athletic director, coaches, physical education teachers, band directors, and administration to optimize facility utilization
- Manage facility access control systems and security protocols
- Ensure compliance with safety regulations, building codes, and health department requirements

Scheduling and Rental Management

- Create and maintain comprehensive facility scheduling systems
- Process rental requests and coordinate with external organizations for facility usage
- Develop rental agreements, collect fees, and maintain accurate financial records
- Resolve scheduling conflicts and accommodate emergency requests
- Coordinate event setup and breakdown requirements

Maintenance and Safety Oversight

- Conduct regular facility inspections and maintain detailed maintenance logs
- Coordinate with maintenance staff and external contractors for repairs and improvements
- Oversee turf field maintenance including cleaning, sanitization, and equipment checks
- Manage weight room equipment maintenance, calibration, and replacement schedules
- Ensure emergency equipment is accessible and properly maintained
- Implement and monitor safety protocols and emergency procedures

Staff and Vendor Management

- Supervise facility support staff including custodial and maintenance personnel
- Coordinate with equipment vendors for service, repairs, and procurement
- Manage relationships with cleaning services and specialized facility maintenance contractors
- Provide training and guidance to staff on facility operations and safety procedures

Budget and Inventory Management

- Develop and manage facility operational budgets
- Track expenses and prepare financial reports
- Maintain inventory of equipment, supplies, and materials
- Research and recommend equipment purchases and facility improvements

Student and Community Relations

- Enforce facility rules and regulations consistently and fairly
- Provide orientation and training on proper equipment usage
- Address concerns and complaints from facility users
- Promote safe and respectful use of facilities
- Support athletic programs and physical education curriculum needs

Administrative Duties

- Maintain accurate records of facility usage, incidents, and maintenance activities
- Prepare regular reports for administration on facility operations and utilization
- Assist with facility-related insurance claims and documentation
- Coordinate with school district policies and procedures
- Participate in budget planning and facility improvement initiatives

Required Qualifications

- Bachelor's degree in Education, Recreation Management, Sports Administration, Facility Management, or related field
- Minimum 3-5 years of experience in facility management, athletic administration, or related field
- Strong organizational and project management skills
- Excellent communication and interpersonal abilities
- Proficiency with scheduling software and facility management systems
- Knowledge of safety regulations and emergency procedures
- Ability to work flexible hours including evenings, weekends, and holidays

Preferred Qualifications

- Experience in educational or athletic facility management
- CPR/First Aid certification
- Knowledge of turf field maintenance and athletic equipment
- Experience with budget management and vendor relations
- Familiarity with high school athletics and physical education programs
- Professional certifications in facility management (CFM, FMP, or similar)

Physical Requirements

- Ability to walk, stand, and move throughout facilities for extended periods
- Capability to lift up to 50 pounds regularly
- Ability to work in various environmental conditions including outdoor settings
- Visual and auditory abilities to monitor facility safety and operations

Working Conditions

- Part-time position with variable hours including evenings, weekends, and holidays
- Work environment is indoor
- May require response to emergency situations outside normal business hours
- Interaction with students, staff, coaches, and community members daily

Compensation and Benefits

- Competitive salary commensurate with experience
- Paid time off (PTO and vacation)
- Professional development opportunities
- Access to school district facilities and programs

This position reports to the Athletic Director and works closely with school administration, coaching staff, and facilities management team.