

Position Description: Field Scheduler/Marshal

Location: Alamo Sportsplex/Culebra Creek Soccer Park

Reports To: Executive Director

Position Type: Full-Time

Position Summary:

The Field Scheduler/Marshal plays a vital role in the smooth operation of our youth sports complex by managing field use schedules and ensuring rules, safety standards, and facility procedures are enforced during events and daily operations. This dual-role position is ideal for someone organized, proactive, and comfortable working with parents, coaches, referee assignors, and facility staff.

Key Responsibilities:

Field Scheduling (Administrative):

- Develop and manage field usage schedules for practices, games, and special events.
- Coordinate field availability with internal programs, external rentals, and tournament/event organizers.
- Maintain scheduling software and/or spreadsheets and ensure updates are communicated in real time.
- Prevent and resolve scheduling conflicts efficiently and diplomatically.
- Collaborate with coaching staff, referee assignors, league managers, and groundskeepers regarding schedule needs and field conditions.

Field Marshal (On-Site Oversight):

- Serve as the main on-site point of contact during events to monitor field activity and enforce facility rules.
- Provide customer service to parents, players, and coaches; answer questions and direct concerns appropriately.
- Ensure the safety and security of participants and spectators by monitoring behavior and responding to incidents.
- Conduct regular walk-throughs to check field conditions, cleanliness, and readiness for scheduled activities.
- Report maintenance issues, injuries, or emergencies promptly to the appropriate personnel.

Qualifications:

- Previous experience in sports administration, event coordination, or facility management preferred.
- Strong organizational and time-management skills with attention to detail.
- Excellent communication and interpersonal abilities.
- Proficiency with scheduling software (e.g., GotSport, SportsEngine, Microsoft 365 Products).
- Ability to work evenings, particularly during league seasons and tournaments.
- CPR/First Aid Certification (or willingness to obtain) is a plus.
- Bilingual (English/Spanish) preferred, but not required.

Work Environment:

Combination of indoor administrative tasks and outdoor on-field presence.

Must be able to walk or stand for long periods and work in varying weather conditions.

How to Apply:

Send your resume and a brief cover letter to hr@acyso.org with the subject line: "Field Scheduler/Marshal Application – [Your Name]".