

JOB POSTING: FHV Turf Coordinator

Background

Field Hockey Victoria (FHV) is the umbrella organization for the Victoria Junior Field Hockey Association (VJFHA), the Vancouver Island Ladies Field Hockey Association (VILFHA), the Vancouver Island Field Hockey Association (VIFHA) and the Umpires Association. One of the main responsibilities of this organization is to oversee the relationship and procedures for booking the artificial water-based field (Field 1) at the University of Victoria.

Job Summary

The FHV Turf Coordinator shall:

- Schedule bookings of all turf times for the field hockey community in Victoria, except UVic teams.
- Provide field use permit(s) to each group if needed.
- Provide a listing of booked times and available times on request to any group.
- Provide UVic Athletics and Recreation with all cancellations, revisions and requests as per agreement with UVic.
- Invoice user groups at least quarterly - in conjunction with the FHV Treasurer.
- Report to the Board as directed.

Job Requirements

The successful candidate can demonstrate:

- An ability to schedule sports groups with competing needs using a priority matrix, required.
- Possess strong computer skills and up-to-date software, including email, Excel and Adobe Reader, required.
- Good communication and organizational skills, essential.
- Knowledge of the Victoria field hockey community, preferred.
- Be available each week throughout the year to manage the bookings and communication, required – local availability is not required as the duties can be conducted using email.

Appointment & Annual Review

- Appointment will be for one year commencing **September 1, 2021**
- Continuation of appointment will be subject to annual performance and suitability review by the FHV Board

Additional

- Preference will be given to candidates who do not currently sit on one of the Field Hockey Victoria members boards.
- Remuneration: \$250 per month based on approximately 12 hours of work per month

To Apply

Please submit a resume and cover letter outlining your qualifications for the position via e-mail to Mark Baggott, President Field Hockey Victoria at baggott_mark@yahoo.ca no later than **August 22, 2021 at 11:59pm**. All questions may also be directed to Mark at the above email address.