



**Job Description:
Board Member - Facilities Director**

1. EVAA's Mission:

To deliver a diverse range of well managed sports programs to the families living within the Eastview High School enrollment boundaries as well as the city of Apple Valley. EVAA strives to provide a quality athletic experience to kids of all ages and capabilities with a focus on sportsmanship.

2. General Responsibilities:

The Facilities Director is responsible for managing sports and recreation facilities on behalf of EVAA sports programs. This involves the oversight of the daily operations of football fields, basketball arenas, baseball stadiums, tennis courts, wrestling facilities and all other playing surfaces.

3. Essential Functions:

3.1. Keep a 90 Day Perspective: Assist all Program Directors and Board with seeing availability and activities for all sports at least 90 days ahead by using a 90 Day Activity Plan tool up to date within Teams. This includes communicating weather or other related reasons for facility closures.

3.2. Payments to Facilities: Review invoices from each facility, for accuracy, at the end of the seasons, and follow up with programs and EVAA treasurer to make sure payments are completed.

3.3. Own the relationships with Facilities: Ensure EVAA has a strong relationship with all those responsible for allocating spaces available and maintenance needs for all EVAA sports, both indoor and outdoor.

3.4. Keep Current on Facility Availability: Proactively ensure availability for all facilities required by all sports, used by EVAA sports programs throughout the year. This includes tracking number of team, participants, residents in Apple Valley (55124) and outside of Apple Valley.

4. Qualifications:

1. High school diploma (additional related training desirable)
2. Communication and organizational skills suitable for job role
3. Experience working within not-for-profit organizations
4. Competency with available technologies to support job function
5. Ability to assume responsibility, display initiative, and exercise good judgement