



## **Notice of Vacancy**

**Position Title:** Field Care and Athletic Facilities Manager

**Date Posted:** January 8, 2026    **Last Day to Submit Applications:** January 30, 2026

**Reports To:** Athletic Director, Superintendent (as needed)

**Annual Salary:** \$38,000

### **Benefits Package:**

- Full district health insurance
- Dental and vision coverage
- Life insurance
- Retirement contributions per Newaygo Public Schools policy

### **Paid Time Off:**

- 7 sick days annually
- 3 personal days annually

### **Scheduled Time Off:**

To provide clarity and consistency, the following periods are designated as *scheduled time off* for this position:

- **November 15 – February 28** (non-working period)
- **July 1 – July 15** (summer break)

Any additional adjustments outside these windows require prior approval from the Superintendent.

### **Work Calendar**

- This is an **8-month position**, with active work from **March through November 14** and **resuming March 1** each year.
- The period from **November 15 to February 28** is unpaid unless otherwise assigned project-based work by the district.
- The designated summer break of **July 1–15** is part of the paid 8-month calendar.
- Total working days = 174

**Primary Responsibilities:** The Field Care and Athletic Facilities Manager is responsible for the year-round care, management, and preparation of all district athletic fields and outdoor sports facilities, ensuring they are safe, functional, and of high quality for practices, competitions, ceremonies, and events.

Specific duties include, but are not limited to:

## **Turf and Grounds Management**

- Perform routine and specialized lawn care, including mowing, trimming, and edging all athletic fields and grounds.
- Monitor and maintain landscaping around district buildings
- Conduct regular aerification, overseeding, and fertilization to maintain healthy turf conditions.
- Work with local experts in weed control, fertilization, and pesticides.
- Monitor and maintain irrigation systems and field hydration practices.

## **Athletic Field and Event Preparation**

- Paint and line athletic fields for football, soccer, baseball, softball, track and field, and cross-country events.
- Roll fields as necessary to ensure a safe, level playing surface.
- Prepare and maintain fields for athletic practices, games, and competitions.
- Assist in the setup and preparation of fields for special events, including high school graduation ceremonies held on the football field.
- Inspect fields before and after events to identify and address any maintenance needs.
- Manage set-up of athletic events as needed/required.

## **Additional Responsibilities – Painting and Robotics Integration**

- Where appropriate, work collaboratively with the District Maintenance Director to align schedules, priorities, and field care projects.
- Serve as the lead operator of the district's robotic field painter, including programming and overseeing painting projects.
- In the event the robotic painter is unavailable or inoperable, assume responsibility for manual field painting to ensure all athletic fields are properly prepared for events and competitions.

## **Collaboration and Communication**

- Coordinate closely with the Athletic Director regarding scheduling, field needs, and event planning.
- Communicate regularly with the Athletic Director and Superintendent regarding field conditions, maintenance schedules, project needs, and priorities.
- Attend seasonal planning meetings with athletic and administrative staff as needed.

## **General Maintenance Responsibilities**

- Complete minor repairs to athletic facilities and grounds, including fencing, dugouts, bleachers, and storage areas.
- Maintain and organize field maintenance equipment and supply inventory.
- Operate and perform basic servicing of grounds equipment, including mowers, sprayers, aerators, and field liners.
- Work with the Athletic Director on potential upgrades to fields including bullpens, batting cages, practice facilities, and overall surface playability.

### **Professional Standards**

- Follow all district and state safety protocols.
- Maintain records of field treatments, maintenance schedules, and special projects.
- Pursue ongoing learning and, as needed, obtain certifications related to turf management, pesticide application, or field care best practices.
- Model professionalism, customer service, and teamwork in all interactions.

### **Qualifications:**

- Experience in groundskeeping, athletic field management, turf management, or related fields preferred.
- Knowledge of athletic field maintenance, field painting, and sports facility management.
- Ability to operate and maintain field and turf equipment safely and competently.
- Strong organizational and communication skills.
- Ability to perform physical work outdoors in a variety of weather conditions.
- High school diploma or equivalent required; additional certifications in groundskeeping or turf management are preferred.

### **NPS Core Values**

Excellence, Integrity, Respect, Responsibility, Safety and Compassion

**Anyone interested in being considered for this position should apply by email to Mr. Ben Gilpin, Superintendent, at [bgilpin@newaygo.net](mailto:bgilpin@newaygo.net).**

### **Application Deadline: January 30, 2026**

*Newaygo Public Schools does not discriminate on the basis of race, sex, age, color, national origin, religion, disability, or any other protected characteristics in its education programs, activities, admissions, or employment policies, as required in Title IX of the 1972 Education Amendments, Executive Order 11246, as amended, Section 799A and 845 of the Public Health Act, Title VII of the Civil Rights Act of 1964, and the Equal Pay Act.*