



WARREN COUNTY PARKS AND RECREATION  
DEPARTMENT  
FIELD ATTENDANT  
JOB DESCRIPTION

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- I. **Qualifications:** Individuals in this position should be in good health and at least fourteen years old. They should be familiar with the rules and have a general idea of the games of baseball and softball.
- II. **Pay Scale / Wage:** There are no benefits provided to Field Attendants by the WCPRD. Field Attendants will receive minimum wage and not work more than twenty (20) hours per week.
- III. **Job Descriptions:** The Field Attendants will be responsible for the following duties and tasks:
1. Arriving one and a half hours before the first scheduled game to prepare the field for play.
  2. Performing a safety check of the field and area, as well as reporting any safety violations to the Park Supervisor or Athletic Coordinator.
  3. Checking to make sure the field has been drug or groomed before the game.
  4. Lining the field appropriately for the scheduled game.
  5. In the event of inclement weather, following the prescribed procedures to prepare the field or reporting to the supervisor if the game or games have been canceled.
  6. Recording the line-ups in the scorebook and keeping a clean and accurate account of the game.
  7. Document any accident or incident that may occur during the game.
  8. Cleaning all used equipment and replacing in the appropriate storage shed, as well as reporting any equipment or supplies that are running low and/or damaged.
  9. Filling in holes and raking around all the bases, home plate, and the pitching mound before leaving the field.
  10. Cleaning up all the trash in the bleacher area and on the field before leaving the facility.
  11. Reporting the scores of the games to the proper officials and making sure that officials sign the official book.
  12. Signing and submitting a time sheet every two weeks to the Athletic Coordinator.
  13. Understanding and agreeing to comply with WCPRD Employee Handbook and Warren County Policy and Procedure Manual.

By signing below I agree to complete the assigned tasks above and also fully understand that I may be asked to do other work-related duties and responsibilities as directed by the Director or Assistant Director of WCPRD.

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WCPRD Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director WCPRD Signature

\_\_\_\_\_  
Date