



Sun City Peachtree Softball Club

Job Description

POSITION:	Health and Safety Coordinator
REPORTS TO:	Board Liaison as determined and assigned by the Board
TERM:	Appointed by Board to serve annually, calendar year January 1 through December 31.
JOB DUTIES:	<p>The responsibilities of the Health and Safety Coordinator shall include:</p> <ol style="list-style-type: none">1. Serve as chair of the Health and Safety Committee2. Recruit and assign qualified individuals to serve as first responders at all league games.3. Ensure volunteers have appropriate background, training and/or certifications.4. Provide appropriate health-related feedback to member concerns.5. Monitor the inventory of first aid supplies and equipment and order such items as needed.6. Provide information to players regarding best practices for safety, training, and exercise to avoid injuries.7. Make safety and health-related recommendations to the Board for consideration.8. Work with team managers to facilitate HOA-mandated accident reporting procedures.
QUALIFICATIONS:	<ol style="list-style-type: none">1. Current membership and good standing in the Softball Club2. Past administrative experience a plus3. Medical background and/or and Emergency First Aid skills4. Good organizational and communication skills5. Work well with others