



Sun City Peachtree Softball Club

Job Description

POSITION:	League 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 League Coordinator shall include:</p> <ol style="list-style-type: none"> 1. Work with other League Coordinators to schedule softball field for league and team practice sessions. 2. Schedule and coordinate community new player try-it sessions, skill clinics, scrimmages, and open practices. 3. Work with Board Equipment Coordinator to ensure their league has an adequate supply of bats, balls, hats, jerseys, etc. 4. Work with Board liaison to conduct team manager meetings as needed. 5. Evaluate and provide feedback to Board regarding team manager performance. 6. Recommend members and serve as non-voting member of the league's Rules Committee. Collect and make recommendations for rule changes. Schedule committee meetings. 7. Recommend members and serve as a non-voting member of the league's Competition Committee. Establish player evaluation guidelines. Schedule committee meetings. Schedule player evaluation sessions as needed. 8. Coordinate and lead pre-draft and draft sessions as scheduled by the Board. 9. Serve as the liaison between the team managers and the Board. 10. Approve game-day substitutions provided by team managers. 11. Work with Board to coordinate league all-star games and select team competitions as outlined in Club policies and rules. 12. Enlist and recruit qualified assistants, if desired, to distribute responsibilities to multiple persons. 13. Attend Board meetings as requested to provide in-person updates and feedback. 14. Other duties and assignments as requested by the Board.
QUALIFICATIONS:	<ol style="list-style-type: none"> 1. Current membership and good standing in the Softball Club 2. Past administrative experience a plus 3. General knowledge of the rules and game of softball 4. Good organizational and communication skills 5. Work well with others 6. Proficiency with technology and office productivity programs such as Microsoft Word and Excel a plus