



Sun City Peachtree Softball Club

Job Description

POSITION:	Scheduling 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 Scheduling Coordinator shall include:</p> <ol style="list-style-type: none">1. Based on guidance and information provided by the Board, create a game schedule calendar framework showing available game slots, makeup game slots, special tournaments, all-star games, end-of-season tournaments, etc.2. Based on projected registrations and team counts, develop generic game schedules for several combinations of team and season game counts that might be needed based on final registration numbers (i.e., "most likely" scenarios).3. Once approved by the Board, create league-specific generic schedules and distribute to managers prior to pre-draft meetings.4. Once pre-draft meetings have taken place, create league-specific and color-coded team-specific schedules and distribute to managers prior to draft.5. Create a complete and consolidated color-coded schedule for the entire club showing all games, special events, tournaments, etc. and provide to Board for distribution to club membership and placement on club website.6. Transfer game schedule to calendar on club website.7. Transfer game schedule to club personnel assignment application.8. Populate personnel assignment application with names and contact information provided by the coordinator(s) of umpires, coordinator of scorekeepers, coordinator of board operators, coordinator of concessions, and coordinator of health and safety.9. Schedule game personnel in the assignment application by either a) using the manually created assignments provided by the coordinators, or b) schedule the personnel using guidelines provided by the coordinators.10. Other duties as assigned or requested by the Board.
QUALIFICATIONS:	<ol style="list-style-type: none">1. Current membership and good standing in the Softball Club2. Past administrative experience a plus3. Good organizational and communication skills4. Work well with others5. Proficiency with technology and office productivity programs such as Microsoft Word and Excel a plus