



Sun City Peachtree Softball Club

Job Description

POSITION:	Player Development 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 Player Development Coordinator shall include:</p> <ol style="list-style-type: none"> 1. Serve as chairman the Player Development Committee and if possible, recruit at least one member from each league to serve on the committee. 2. Advertise and market the Softball Club and the sport of softball in general to new residents in the community through various avenues such as: <ul style="list-style-type: none"> • Sales information regarding new homeowners • HOA new resident data and orientation sessions • Annual Club Expo • Notifications of key events in <i>The Buzz</i> and weekly LD email blasts. 3. Prior to each season, work with league coordinators to schedule multiple Try-It sessions for SCP residents who are interested in trying the game of softball. These sessions will provide the opportunity to participate in basic skills such as catching, throwing, hitting, running, etc. 4. Provide guidance to potential members on registration process and serve as a point of contact for questions related to the Club. 5. Work with the Board to confirm residency and eligibility requirements for all new players. 6. Work with league coordinators and managers and/or competition committees to conduct new player evaluation sessions prior to player drafts each season and inform the Board of those who did not participate. 7. Work with league coordinators to schedule specialized skills clinics and sessions for players interested in advancing their softball proficiency. 8. Provide an avenue for new residents interested in softball to participate in the game who miss the season registration deadline. 9. Other duties as assigned 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