



Job Title: Sports Director

Reports To: PYAA Board of Directors

Position Summary

Overall administrator of all sports and funding relating activities associated with the on-going operations of the Pirate Youth Athletic Association (PYAA). Will collaborate with the PYAA board of directors along with district officials, members (parents), and participants to fulfill the goals and polices of the PYAA.

Essential Duties & Responsibilities / Other Duties May be Assigned

1. **Registration** – Coordinate all registration related activities for Football, Volleyball, and Basketball including:
 - a. Submission of league related registration forms and rosters, along with participant insurance forms.
 - b. Maintenance and updating of participant data into registration software.
 - c. Handle, record, and deposit registration fees
 - d. Organize registration events for each sport in conjunction with program leads, coaches, and district facility use contacts.
 - e. Clearly outline parent expectations, fees, and responsibilities associated with participation within given sport.
 - f. Conduct background checks on all coaches prior to registration event for each sport.
 - g. Coordinate coaches training event(s) to make certain all coaches have been provided training.
2. **Facility Coordination** – Collaborate with district and city contacts to schedule all youth sports related activities requiring the use of gyms, fields, storage areas, or meeting spaces including:
 - a. Create schedules for each team listing practices, games, and tournaments
 - b. Identify resources required to support home-game events (officials, scorekeepers, etc).
 - c. Maintain and update facility use calendar on PYAA website.
 - d. Communicate with district officials to schedule custodial services outside of normal district hours.
3. **Concession Management** – Provide overall leadership of concession program for each season and / or event while fulfilling the following responsibilities.
 - a. Collaborate with district to organize and allocate space for PYAA concession needs.
 - b. Purchase of goods and tangible products to support concession activity.
 - c. Create signage to promote and communicate PYAA concession program and prices.
 - d. Maintain a clean, safe, and overall professional concession space while demonstrating ethical behavior.
 - e. Create a visible schedule for parent group(s) and clearly outline expectations for working along with consequences (cost) for not fulfilling scheduled concession shifts.
 - f. Liquidate all season ending product by sale to other entities or by disposal.
4. **Fundraising** – Coordinate all fundraising activity while maintaining alignment with varsity sport fundraising so as to avoid conflict or redundancy. Support existing fundraising initiatives while seeking and creating other sources of funding such as.
 - a. Varsity Sports Programs

- b. Alumni Tournament
- 5. **Communication** – Attend each monthly PYAA board meeting and provide a summary to the board on the following.
 - a. Football Program
 - b. Volleyball Program
 - c. Basketball Program
 - d. Fundraising
 - e. Facilities
 - f. Concessions

Qualifications

- 1. High school diploma or equivalent
- 2. Ability to work irregular hours, weekends and holidays.
- 3. Strong working knowledge of Microsoft Office applications.
- 4. Ability to manage a website or a willingness to learn how.
- 5. The successful candidate will need to complete and pass a background check before being hired.
- 6. Ability to supervise and/or delegate responsibility when appropriate.
- 7. Ability to plan, prioritize, and organize work effectively.
- 8. Ability to work effectively under pressure and within time constraints.
- 9. Minimum age of 21 years.
- 10. Must be adept in human relations and exhibit positive traits including enthusiasm, initiative, and professionalism.
- 11. Ability to perform mathematic calculations and to follow or provide written instruction.

Employee Acknowledgement

This job description does not state or imply that these are the only duties and responsibilities assigned to the job. Employees may be required to perform other job-related duties and/or work as requested by the PYAA board of directors. All requirements are subject to change over time at the discretion of the PYAA board of directors and are subject to possible modification to reasonably accommodate individuals with a disability.

This job description is not an employment contract and does not create contractual obligations. You are an employee “at Will” with the right to terminate employment at any time, for any reason, just as our association retains a similar right to terminate your employment.

Employee Signature

Date