

Available Board of Director Positions 2026

President

- Area of Focus: Responsible for leading the Elk River Youth Football Association (ERYFA) in alignment with its mission, values and strategic goals. This includes presiding over all board meetings, setting agendas and serving as the primary liaison with external organizations such as football leagues and other youth sports associations. The President oversees league operations including scheduling, league rules execution and postseason coordination (playoffs and bowl games). This role also upholds ERYFA's bylaws and code of conduct across all levels to ensure athletes, parents and community members adhere to our documented standards. The President works closely with all board members to foster a positive, inclusive and community-centered football experience.
 - Preferred Skills: Ideal candidate would have experience in nonprofit leadership, youth sports administration, strategic planning and stakeholder engagement.
 - Individual should demonstrate strong communication and facilitation skills, strategic thinking, and a commitment to equity, transparency, and community-building. Familiarity with scheduling logistics, conflict resolution, and collaborative decision-making is highly valued.

Co-Treasurer

- Area of Focus: Responsible for financial management in partnership with a second Co-Treasurer. This includes accounts payable, accounts receivable, financial planning, financial reporting, taxes, insurance, etc. Additionally, this individual would have a role in preparation and presentation of the annual budget to the Board of Directors. This role is designed to learn the functions described alongside the current Treasurer, with the intention of becoming the individual primarily responsible the following year.
 - Preferred Skills: Ideal candidate would have experience with QuickBooks, accounting, budgeting, Google Sheets & Drive.
 - Individual would also have strong attention to detail, excellent communication skills, display behaviors of integrity, honesty and transparency and be fiscally responsible.



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Grades 6-8 League Director

- Area of Focus: Responsible for overseeing all football operations, communication and team support for athletes in grades 6 through 8. This includes managing coach assignments, monitoring team dynamics, and serving as the primary liaison between families, coaches, and the board for this age group. The Grade 6-8 Director ensures compliance with league policies, supports game-day logistics, and helps foster a safe, inclusive, and developmentally appropriate football experience for athletes.
 - Preferred Skills: Ideal candidate would have experience in youth sports leadership, team coordination, and parent communication.
 - Individual should demonstrate strong organizational skills, clear and empathetic communication and the ability to manage multiple teams and personalities. Familiarity with age-appropriate coaching standards, conflict resolution and sideline conduct expectations is essential. A commitment to athlete development, safety, and positive culture is highly valued.

Secretary

- Area of Focus: Responsible for managing board communications, maintaining official records, and ensuring organizational transparency. This includes preparing and distributing meeting agendas and minutes, maintaining accurate records of board decisions, and managing key documents such as bylaws, policies, and league correspondence. The Secretary also supports board operations by tracking action items, maintaining the association's calendar, and ensuring timely communication with board members, families, and external partners.
 - Preferred Skills: Ideal candidate would have experience with meeting coordination, document management and digital communication tools (e.g., Google Docs, Drive, Gmail).
 - Individual should demonstrate strong organizational skills, attention to detail and clear written communication. A commitment to confidentiality, consistency and timely follow-through is essential. Familiarity with nonprofit governance or youth sports administration is a plus.



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Coaching Compliance Manager

- Area of Focus: Responsible for ensuring all coaches meet the standards, certifications and conduct expectations set by the youth football association. This includes verifying background checks, tracking completion of required training (e.g., concussion protocols, safety certifications) and monitoring adherence to league policies and codes of conduct. The role also supports coach onboarding, communicates expectations clearly and addresses any compliance concerns or violations in coordination with the Board of Directors.
 - Preferred Skills: Ideal candidate would have experience in youth sports administration, compliance tracking, and coach development.
 - Individual should demonstrate strong organizational skills, attention to detail, and the ability to communicate expectations with clarity and consistency. A commitment to athlete safety, equitable treatment, and respectful conduct is essential. Familiarity with digital tracking tools (e.g., spreadsheets, registration platforms) and conflict resolution is a plus.

Website Manager

- Area of Focus: Responsible for maintaining and updating the association's website through SportsEngine. This includes posting timely announcements, managing registration links, updating schedules and rosters, and ensuring accurate contact information for board members, coaches, and teams. The Website Manager also supports digital communication efforts by organizing content, maintaining visual consistency, and helping families easily access key resources. This role is essential for keeping the community informed and engaged throughout the season.
 - Preferred Skills: Ideal candidate would have experience with SportsEngine or similar content management systems, basic web editing, and digital organization.
 - Individual should demonstrate strong attention to detail, responsiveness to time-sensitive updates and clear communication. Familiarity with youth sports operations, seasonal workflows, and mobile-friendly design is a plus. Comfort with Google Drive, PDFs, and image formatting is helpful.



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Marketing Manager

- Area of Focus: Responsible for promoting the youth football association's programs, events, and values through strategic communication and outreach. This includes developing seasonal marketing plans, managing social media accounts, creating flyers and digital content, and coordinating with board members to support registration, fundraising, and community engagement efforts. The Marketing Manager plays a key role in shaping the public image of the organization and ensuring families stay informed and inspired throughout the season.
 - Preferred Skills: Ideal candidate would have experience in marketing, communications, or graphic design, with familiarity in tools such as Canva, Google Drive, and social media platforms (Facebook, Instagram, etc.).
 - Individual should demonstrate creativity, strong writing and visual communication skills, and the ability to tailor messaging for diverse audiences. A collaborative mindset, attention to deadlines, and understanding of youth sports culture are essential.

Fundraising Manager

- Area of Focus: Responsible for planning, organizing and executing fundraising initiatives that support the financial health and growth of the youth football association. This includes developing seasonal fundraising strategies, coordinating events (e.g., raffles, sponsorship drives, dine-out nights), and collaborating with board members, coaches and families to maximize participation. The Fundraising Manager also manages donor outreach, tracks contributions and ensures funds are raised in alignment with the organization's mission and budgetary goals.
 - Preferred Skills: Ideal candidate would have experience in event planning, donor relations and grassroots fundraising.
 - Individual should demonstrate creativity, strong organizational skills and the ability to motivate volunteers and families. A collaborative mindset, clear communication and comfort with digital tools (e.g., Google Sheets, email platforms, social media) are essential. Familiarity with youth sports culture and local business outreach is a plus.



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Volunteer Manager

- Area of Focus: Responsible for recruiting, organizing, and supporting volunteers and team managers across the youth football program. This includes assigning team managers to each roster, communicating expectations and serving as the primary liaison between the board and sideline support roles. The Manager ensures volunteers are informed, equipped, and aligned with league policies, and helps foster a positive experience for families by streamlining game-day logistics, communication, and team operations.
 - Preferred Skills: Ideal candidate would have experience in volunteer coordination, youth sports operations and group communication.
 - Individual should demonstrate strong organizational skills, clear and empathetic communication and the ability to manage multiple teams and personalities. Familiarity with scheduling tools, Google Drive and sideline protocols is helpful. A collaborative mindset and commitment to creating a welcoming, well-run environment for families and athletes is essential.

Referee Manager

- Area of Focus: Responsible for recruiting, scheduling and supporting referees for all youth football games throughout the season. This includes coordinating with league partners to ensure coverage across all age groups and field locations, communicating game assignments and serving as the primary point of contact for referee questions, concerns and conduct. The Referee Manager also monitors performance, enforces association expectations and helps foster a respectful and safe environment for athletes, coaches and officials.
 - Preferred Skills: Ideal candidate would have experience in youth sports officiating, scheduling coordination and conflict resolution.
 - Individual should demonstrate strong organizational skills, clear communication and the ability to manage multiple schedules and personalities. Familiarity with game-day operations, rule enforcement and referee training is a plus. A commitment to fairness, consistency and sideline professionalism is essential.



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Apparel Manager

- Area of Focus: Responsible for managing all aspects of team and fan apparel for ERYFA. This includes coordinating spirit wear, coach gear and team manager merchandise, working with vendors to ensure timely production and delivery and maintaining inventory of extra apparel items, as appropriate. The Apparel Manager also supports branding consistency, communicates sizing and ordering timelines to families and helps troubleshoot any apparel-related issues throughout the season.
 - Preferred Skills: Ideal candidate would have experience in vendor coordination, order management, and basic inventory tracking.
 - Individual should demonstrate strong organizational skills, attention to detail and clear communication with families and board members. Familiarity with online ordering platforms, sizing logistics and youth sports apparel needs is helpful. A customer-service mindset and ability to manage deadlines are essential.

