

THORNAPPLE AREA PARKS & RECREATION COMMISSION

Youth Baseball & Softball Program Director (Part-Time/Seasonally Intense/January-June)

Compensation: \$13,000

Job Summary: Reporting to the Board of Directors, the Youth Baseball & Softball Program Director will coordinate, manage and implement all details necessary to run a successful spring season for all rec teams (including tball).

Job Responsibilities:

- Represent TAPRC in the TriComm League meetings
- Manage registration through the TeamSnap platform (includes banking when needed)
- Manage all email and phone communications for the program
- Work with board marketing point person to promote the program on the web, social, J-ad, and through the schools.
- Work with board fundraising point person to engage sponsors
- Inventory and purchase sponsor banners
- Coordinate field/shed clean-up to prepare for the season
- Coordinate coaches training and player evaluations
- Work with board chair to run background checks on all coaches
- Coordinate coaches and team assignments
- Coordinate equipment distribution (and clean up post season)
- Coordinate master practice/game schedule for ALL Middleville fields
- Coordinate team shirts with DesignWear
- Coordinate team pictures with photographer
- Work with Lead Umpire on schedule and needs
- Work with Field Maintenance Person on schedule and field needs
- Work with the Select Baseball and Middle School Softball point people to coordinate field space and umpires
- Purchase all necessary sport equipment and field maintenance needs (including mowing, weed, feed).
- Other duties associated with running a youth baseball and softball proram

Required Skills & Abilities:

- Organization
- Effective Communication
- Conflict Management
- Tech savvy

Education & Experience:

- 4-year degree (preferred)
- Youth sport coaching or management background