**COACHING DIRECTOR**

DIVISION: COACHING

APPROXIMATE TIME COMMITMENT: 2-3 Hours per week

CANDIDATE SHOULD POSSES:

* Excellent organization and communication skills
* A basic knowledge of youth sports, specifically basketball, soccer & softball
* The ability to address small crowds for meetings
* Past supervisory experience
* Basic excel spreadsheet knowledge

RESPONSIBILITIES INCLUDE:

* Sets up venues for all our athletic events
* Organizes and maintains athletic program schedules & calendars
* Communicates with Logistics Manager regarding program timelines for Constant Contact
* Hires coaches for travel teams
* Maintains master list of volunteer coaches
* Signs off on coaching expenditures

DIRECT REPORTS:

1. Travel Team Coordinator
2. Training Coordinator

REPORTS TO: Managing Director