

**League Director (Director) Job Description**

**Overview**

The goal of the Director is to coordinate the operations and continued development of the Miracle League of Findlay (MLF).

**Stipend**

The MLF will pay the Director an hourly rate of $15.00 with an estimated annual salary of $6,000. The majority of the work will be completed during the Spring and late Summer seasons; however time will need to be spent during the off season as well.

**Hours Per Month**

It is anticipated that the Director will work approximately 20-hours per week, including game days during the season and on MLF related activities as discussed below. The Director will be expected to work a total of 24 weeks annually, to include 5 weeks before the start of each 6-week season and 1-week after the conclusion of each season. The Director is expected to be at all game days, with the exception from the Board President or designee. The Director is not entitled to paid leave.

**Expenses**

The MLF will reimburse the Director for all reasonable expenses such as poster board, nametags, etc. that do not exceed $50. Expenses over $50 must receive prior approval from the president, vice president or treasurer of the MLF.

**Job Responsibilities**

The following are specific responsibilities of the Director:

**1. Game Coordination (~65%)**

a. **Game Days** (7-week Spring Season in April/May; 7-week Fall Season in August/September

• Overall running of games including scheduling of games for Spring and Fall seasons

• Coordinate buddy’s and other volunteers (e.g. announcers, coaches)

• Oversee set-up and tear down of equipment

• Maintain game supplies (e.g. balls, bats, uniforms)

• Set up of PA system and dugout coolers if necessary

• Track players’ attendance for monthly report to MLF Board

• General Field and facility walkthrough prior to games for safety check

• Coordinate field and facility clean up after games

**b. Parents and Player Liaison**

• Use of social media and other forms of communication with volunteers and families

• Contact existing participants (players and families) via phone and email

• Coordinate new player registration each season (Spring and Fall)

o Collect and file registration forms

o Collect and file Medical Release forms

• Disseminate information on upcoming events (cc copy to the Board)

• Maintain electronic database of players with team rosters

• Serve as primary contact for players and families

• Coordinate player photo days and get photo for the Scoreboard for each player

• Procure and distribute player uniforms

• Procure end of year awards

• Deliver League & player updates to MLF Board of Directors at monthly Board

meetings during season.

**2. Player Recruitment and Retention (25%)**

**a. Player Recruitment and Retention (10%)**

• Incorporate special events into game days

• Represent MLF at events and information fairs as approved by the Board

• Make presentations to community groups and on media as requested

**b. Volunteer Coordinator (15%)**

• Track volunteers through EzReg and follow-up with them to (1) thank volunteers for their

support, and (2) ensure continued support in the future

• Ensure each team has at least 1-coach at every game

• Help plan and run special events as needed

• Conduct MLF Volunteer Meetings as needed

• Conduct training for coaches and buddies as needed

• Submit background check for new MLF coaches as required

**3. Liaison with City of Findlay Parks and Recreation Department**

• Coordinate with City of Findlay Parks and Recreation

• Handle keys for gates and facilities

**4.** **Other duties and tasks for the benefit of the MLF as needed and at the request by the Board of Directors. (10%)**

**5.** **League Director cannot be a current member of the Board of Directors for the Miracle League of Findlay**

**Please submit cover letter and resume to: Miracleleagueoffindlay.org or mail to**

**Miracle League of Findlay PO Box 971, Findlay, Ohio 45839**

**Posting Date: 12/1/2018 through 1/31/2019**