

BULLDOG YOUTH ATHLETIC ASSOCIATION

PROGRAM DIRECTOR

Director shall be responsible to promote, organize, and oversee activities and programs of the Bulldog Youth Athletic Association. Generally duties shall include carrying out the guidelines and executing the policies approved by the BYAA board including organizing volunteers, parents, and officials to assist in executing the programs and organizing program fundraising and grant requests.

Specific job functions shall include:

- Serve as the liaison between the city, school athletic director and coaches, the community, and the BYAA Board.
- Organize the scheduling and maintenance of facilities for sports programs.
- Prepare game schedules for sports programs.
- Recruit coaches, mainly consisting of sports program participant's parents, and develop training programs for coaches to instill sportsmanship and fundamental skills in participants.
- Recruit and organize officials needed for the programs and develop training programs and minimum requirements for officials to ensure consistency and values are being maintained.
- Organize volunteers to serve on committees to help oversee program sports.
- Manage advertising of programs to increase sponsorship and fundraising for the program.
- Manage concessions including workers and product purchases.
- Oversee inventory for program equipment and supplies.
- Maintain the programs financials including interacting with program external accountants, proper filing and payment of taxes, preparing grant requests that the program may be eligible to receive, and preparing budgets for annual approval by the BYAA Board.
- Create a positive relationship with the Carl Junction Schools Athletic Director and Coaches to encourage their involvement in BYAA programs and improve the communities overall athletic programs.

The Program Director will report directly to the BYAA Board. The position will be salaried with flexible work hours allowed since most program games are in the evenings and on Saturdays.