



Role:	Club Manager
Compensation:	Monthly Fee with bonus payable at end of 3 year term
Time:	Part-time (on average 20 hours per week)
Overview:	The Club Manager reports to club leadership and the board of directors and is responsible for most of the day-to-day operations of the club.
Key Skills:	Strong communication & organizational skills. Good familiarity with online computing platforms and excel/google sheets and comfortable moving data between platforms. Background in youth sports a plus.
Responsibilities:	Some of the key responsibilities are as follows (this is not an exhaustive list of all the activities - just key items:)

➤ **Throughout the year**

- Manage all player registration and scheduling systems
- Provide registration reporting via league athletics, excel etc
- Coordinate all key club volunteers and oversee processes for fall ball, assessments, spring team registration, uniforms, merchandising, field space, game scheduling, spring team managers and summer programs
- Manage all outbound club communications, promote key events and keep community up to date on Riptide and youth lax issues
- Manage inbound queries from parents (route to Boys/Girls Dir. as needed)
- Coordinate all field space requests and bookings for games and practices (Park & Rec, Paul Goode, SI)
- Lead practice and game scheduling processes for all teams
- Manage coach registrations and coordinate all certifications
- Coordinate with club treasurer to pay coaches and other vendors
- Oversee team managers
- Gameday communications (confirm officials, communicate weather issues, let mgrs know who is 1st/last game)

➤ **Key Tasks by Month**

Jul	<ul style="list-style-type: none"> ● Set up registration and email to parents for Fall Ball ● Coordinate Merchandising & set up riptide store
Aug	<ul style="list-style-type: none"> ● Assist with school recruiting initiatives (private & public) ● Order Pinnies, SWAG and other for Fall Ball ● Launch team store
Sep	<ul style="list-style-type: none"> ● Launch team store Swag distribution ● Set up registration and email to parents for Spring ● Fall ball reg reporting and promotion ● Fall Ball equipment, volunteer coordination and admin
Oct	<ul style="list-style-type: none"> ● Monitor registrations to determine how many teams ● Work with NCJLA for age waiver requests and work with parents ● Communicate with NCJLA about #s of teams
Nov	<ul style="list-style-type: none"> ● Reach out to clubs to pre-schedule key home/away series' ● Attend/lead scheduling NCJLA Meetings ● Assist Boys/Girls Directors with Assessments
Dec	<ul style="list-style-type: none"> ● Emails announcing teams ● Use NCJLA site to schedule games
Jan	<ul style="list-style-type: none"> ● Upload team/contact info to Team Snap and then adjust as teams change ● Prep for season start (order goals, balls, etc.) ● Field Allocations and communicate such to coaches
Feb	<ul style="list-style-type: none"> ● Make sure coaches bags are ready ● Make sure game boxes are ready ● Email to parents looking for Team Managers
Mar	<ul style="list-style-type: none"> ● Oversee gameday and parent communications ● Set up registration and email to parents for Summer
Apr	<ul style="list-style-type: none"> ● Plan end of year activities (coaches event, kid BBQ, etc.) ● Assist Coaching directors with scheduling of year-end festivals
May	<ul style="list-style-type: none"> ● Prep for end of season Board Meeting ● Communicate with parents about Summer Season ● Prepare Survey for parents
Jun	<ul style="list-style-type: none"> ● Prepare for 2 or 3 Weekly Summer Camps / Clinics