

**JOB DESCRIPTION
FOOTBALL COORDINATOR**

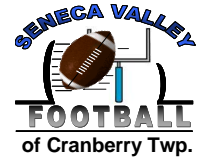
Objective: Responsible for managing the Football Program for the SVJFAC.

Responsibilities:

- Identify, recruit, and incorporate an Assistant Football Coordinator and potentially a committee of individuals to broaden base of support and action for Football Operations.
- Ensure all reasonable levels of safety practices and policies, as well as rules and responsibilities are adhered to by coaches.
- Recruit, Recommend and lead the interview and selection process of coaches and assistants responsible for coordinating the day to day activities of each of the football squads.
- Manage the registration process for children interested in participating including advertising, room reservations, staffing, association and program literature, display equipment, compilation of contact data and distribution to board and collection of fees.
- Create at registration a database of participants, provide to Recording Secretary to update and maintain throughout the year.
- Selecting and ordering all components of football equipment and uniforms.
- Coordinate and manage, in conjunction with Equipment Manager, the equipment handout and return process.
- Schedule/Supervise/ present football rules sessions and in particular, league rules training session with ALL football coaches prior to start of season.
- Attends all league meetings.
- Supports the Association's fundraising campaign and concessions operations as it pertains to compliance of rules and obligations by football program participants.
- Coordinate and manage the August through end of season practice and game schedule.
- Interface with league and opposition Football Coordinators or equivalents in pre-season, one week prior to scheduled games, and game day.
- Attend monthly Board and General Association Meetings.
- Manage the discipline process with and between all parties participating in the SVJFAC Football Program.
- Ensure communications of all pertinent information is reaching football coaches and families, including weekly newsletter information, coaches and parent meetings.
- Coordinate base level standards across program for practice schedules, safety, objectives, and missions. Vote on appointments of coaches, appointed chairs and matters that come before the Board and General Meetings.

Skills Required:

**Seneca Valley Junior Football Association
of Cranberry Township
P.O. Box 1638
Cranberry Township, PA 16066**



- Communications, Interpersonal, General Football Knowledge, Diplomacy, Delegation, organizational, Computer.