



League Director (Director) Job Description

Overview

The goal of the Director is to coordinate the operations of the Charleston Miracle League (CML).

Stipend

The CML will pay the Director an annual salary of \$8,400, payable monthly on the last day of each month for a six-month period, which will include March, April, May, September, October, and November, after submission of a properly completed timesheet. The salary will be subject to proportional adjustment if hours worked fall below a threshold of 90% of expected work hours.

Hours Per Month

It is anticipated that the Director will work approximately 20 hours per week, including game days, in season, on CML related activities as set out below. Hours worked will be recorded on a timesheet (attached) and submitted at the end of each month. The Director will be expected to work a total of 24 weeks annually, to include 3 weeks before the start of each 8-week season and 1 week after the conclusion of each season. The Director is expected to be at all Saturday game days except for unexpected personal emergencies. The Director must submit all requests for a planned Saturday day off to the Board President or designee for prior approval. The Director is not entitled to paid leave.

Expenses

The CML 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 CML.

Job Responsibilities

The following are specific responsibilities of the Director.

1. Game Coordination (75%)

- a. **Game Day Saturdays** (8-9 week Spring Season in March/April/May; 8-9 week Fall Season in September/October/November)
 - Overall running of games Scheduling of games for spring and fall seasons
 - Coordinate buddies and other volunteers (e.g. announcers, coaches)
 - Oversee set-up and tear down of equipment including swings for Therapy Play Module
 - Stock and monitor concession stand
 - Maintain game supplies (e.g. nametags, balls, bats, uniforms)

- Set up of dugout coolers, electric fans, and PA system
- Track players' attendance for monthly report to CML Board
- General field and facility maintenance
 - Blow off field as needed

Coordinate field and facility clean up after games

b. Parents and Player Liaison

- Contact existing participants (players and families) via phone and email
- Coordinate new player registration each season
 - Collect and file registration forms
 - Collect and file Medical Release forms
- Disseminate information on upcoming events
- Maintain electronic database of players with team rosters
- Serve as primary contact for players and families
- Coordinate player photo days and distribute baseball cards
- Procure and distribute player uniforms
- Procure end of year awards
- Deliver League & player updates to CML 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 CML at events and information fairs
- Make presentations to community groups and on media as needed

b. Volunteer Coordinator (15%)

- Track volunteers through Volunteer Spot 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 CML Volunteer Meetings as needed
- Conduct training for coaches and buddies as needed
- Submit background check for new CML coaches

3. Liaison with City of Charleston Parks and Recreation Department

- Coordinate with City of Charleston Parks and Recreation
- Handle keys for gates and facilities

4. Other duties and tasks for the benefit of the CML as requested by the Board of Directors.

Please submit cover letter and resume to: MiracleLeagueED@gmail.com

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