

<b>JOB TITLE</b>	<b>ORGANIZATION</b>	<b>TERM</b>
Age Group Coordinator	GMSC	4 YEARS

**JOB SUMMARY:**

The Travel Program Age Group Coordinator (boys or girls) shall be primarily responsible for continuity of communication and operations between the parents, players and coaches.

**REPORTS TO:**

Board of Directors

**SUPERVISORY RESPONSIBILITIES:**

The position has no supervisory responsibility.

**SKILL AND EDUCATIONAL REQUIREMENTS (MINIMUM):**

High School diploma or GED required.

**SPECIAL REQUIREMENTS (TECHNICAL/PHYSICAL):**

**LANGUAGE SKILLS**

Must be able to read and comprehend simple instructions, short correspondence, and memorandums. By-lingual would be preferred.

**MATHEMATICAL SKILLS**

Must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY**

Must be able to apply common sense understanding when carrying out instructions whether they have been given in written, orally, or in diagram form. Capable of dealing with problems involving unique situations.

**INTERNAL/EXTERNAL RELATIONSHIPS:**

Must be able to communicate on a professional level with all board members, staff and general membership throughout the organization.

**MAJOR TASKS, DUTIES AND RESPONSIBILITIES**

Recruit coaches for teams and with committee approval seat coaches to teams.

To roster teams with the registrar and in accordance to organization and league policy.

To be present at relegation times and actively hold the best interest of the organization as whole during this time.

Provide guidance to coaching staff as needed and following both the technical development of the players programs and in positive ethical standards.

Works with the equipment manager to assure coaches receive and return their GMSC equipment as policy dictates.

Acts as a coach at times when teams require such to assure players can field a game on time and in accordance with league rules.

To assist with field preparation for season play.

Acts in the capacity of a marketing representative for the organization soliciting outside support and selling the organization's programs.

Recreational Coordinator will also be responsible for development of the recreational program.