



<b>Job Title:</b>	Little League ® President	<b>Position Type:</b>	Volunteer
<b>Department/Group:</b>	Board – Ephrata Baseball Association	<b>Term</b>	One year
<b>Location:</b>	EBA Facility Team Room - Ephrata, PA	<b>Travel Required:</b>	No Travel Required
<b>Will Train Applicant(s):</b>	Will Train Applicant(s)	<b>Voting Rights</b>	Yes

### Job Description

#### ROLE AND RESPONSIBILITIES

- Year round:
  - Represent Ephrata Area Little League (EALL) in all aspects of EBA/EALL interaction with Little League District 23; Required meeting in mid-November for District 23 for all LL President’s and possibly meeting in early August – if involved with LL for fall ball;
- Jan- Early June (2-5 hours per week)
  - Lead and facilitate coach recruitment & training, field assignment, and background clearance for Tball/Rookie – Single A/Coach pitch and AA/Kid pitch teams. Work with Coordinators for these age groups to launch season
  - Assist League Coordinators with any and all situations that arise; Seek EBA board guidance when applicable
  - Coordinate with EPBA President and/or Director with player assignments when needed.
  - Run background checks on all EALL volunteers through First Advantage system (online).
  - Upload player and coach information through LL Data Center online
  - Possibly schedule games with other D23 leagues.
  - Hold coaches meetings prior to start of season for each in-house level (Tball, Coach pitch and Kid pitch). This includes setting agenda, distributing materials and running meeting).
  - Assist coordinators with scheduling, especially when scheduling with other leagues or with special events such as Cocalico opening day, Akron Day in the Park, etc.
  - Submit field/facility request forms with various municipalities
  - Coordinate with LL Challenger Division on scheduling games on one Sunday in June at Roland Park fields. Assist in finding EBA opponent for oldest Challenger team.
  - Submit LL tournament form through LL Data Center.
  - Distribute and discuss parent feedback with EBA board and coaches.
- Aug-Dec (very few hours)
  - Renew EALL’s Charter yearly (online through LL Data Center).
  - Annual updates and communication of:
    - EALL/EBA ASAP Safety Plan, including field survey
    - League officers via online through Data Center
    - Financial report to LL Headquarters
  - Assist in planning upcoming spring season planning

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Background check clearances



## Position Type

- Preferred high school diploma or equivalent

### PREFERRED SKILLS

- Proficiency with computers – email, word processing
- Proficiency with conflict resolution in a volunteer organization
- Ability to organize various information and share in a concise and accurate manner
- Time management

### ADDITIONAL NOTES

- Position requires attendance at the EBA board meetings approximately every six weeks
- Position requires attendance at D23 LL meetings several times per year.

Applicant Reviewed By:		Date:	
Applicant Approved By:		Date:	
Last Updated By:		Date/Time:	