



Job Title:	Tball/Rookie & Single A/Coach Pitch Coordinator	Position Type:	Volunteer
Department/Group:	Board – Ephrata Baseball Association	Term	One year
Location:	EBA Facility Team Room - Ephrata, PA	Travel Required:	No Travel Required
Will Train Applicant(s):	Will Train Applicant(s)	Voting Rights	None

Job Description

ROLE AND RESPONSIBILITIES

- Recruit coaches (head coaches/managers and assistants). Start by checking volunteer registration data, next reach out to coaches from previous seasons, then reach out to parents.
- Pull registration data from Stone Alley (online) and form teams while working with Registration Coordinator to cap or cut off registrations.
- Create practice and game schedules after consulting coaches about preferred practice nights, availability for game nights, etc.
- Work with managers to reschedule games when rained out, knowing which fields are available on which nights, etc.
- Work with Uniform Coordinator and Equipment Coordinator to make sure each team has what they need throughout season.
- Work with Fundraising Coordinator and Picture Coordinator on distributing and collecting fundraiser items and pictures.
- Run/assist with coaches meeting prior to start of season – includes distribution of equipment, uniforms, fundraising materials and picture order forms.
- Serve as first point of contact between coaches and EBA.
- Confirm with Secretary/Volunteer Coordinator that all coach clearances have been submitted and approved.
- Distribute and discuss parent feedback with EBA board and coaches.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Background check clearances

PREFERRED SKILLS

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

ADDITIONAL NOTES

- EBA board meetings is optional

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