**TRAVEL TEAM COORDINATOR**

DIVISION: COACHING

APPROXIMATE TIME COMMITMENT: 1-2 Hours per week

CANDIDATE SHOULD POSSES:

* Previous coaching experience
* Excellent organization and communication skills
* An advanced knowledge of youth sports travel teams, specifically basketball, soccer & softball
* The ability to work with children
* Previous experience with youth sports parents and officials

RESPONSIBILITIES INCLUDE:

* Handles all tryouts details including staff
* Registers teams, players and coaches for leagues, tournaments, etc.
* Organizes pre-season meeting (waivers, releases, sponsorship, uniforms, charity)
* Orders uniforms and any necessary equipment
* Organizes and attends all end of year gatherings

DIRECT REPORTS:

1. Coaching Division Committee Members

REPORTS TO: Coaching Director