

BasePlay Area Coordinator

Job Description

The Area Coordinator is responsible for ensuring the smooth, fair, and efficient execution of BASE Play initiatives. They serve as an ambassador of the Border Youth Association organization and act as a liaison between umpires, parents, coaches, and players while assisting with inquiries they may have. The Area coordinator will lead in the absence of the BASE Play Director. A large part of the Area Coordinator's job is maintaining and fostering relationships in the community and identifying potential fundraising and donor opportunities and recruitment possibilities. This position is performance based and subject to yearly review.

Job Responsibilities

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| <ul style="list-style-type: none">○ Collect Student/Athlete birth certificates, attendance records, progress report cards.○ Orchestrates registration of student/players○ Ongoing recruitment of coaches○ Schedules parent meetings to provide Base Play rules and guidelines.○ Creates close relationships with players' parents and serves as the first informant possible | <ul style="list-style-type: none">○ fundraising/donations through community relationships.○ Addresses issues and escalates to Director as needed.○ Ensures game day runs efficiently and smoothly in BASE Play Director's absence.○ Creates incident reports as needed Provides organization feedback on the season's successes/challenges.○ Serve as an ambassador of the organization and mission. |
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Requirements:

- Belief in BYAA's mission to advance area youth's educational attainment and athletic abilities.
- Positive and approachable personality
- Conflict Resolution skills and ability to think outside the box.
- Proven trust in the community area.
- Must be able to pass background investigation.
- ID Badge to be wore at all time.

Compensation:

\$1,500 per season

I acknowledge that I have read and understand the above job description and can perform the stated requirements.

Employee Signature:

Date:
