

JOB DESCRIPTION
FOOTBALL COORDINATOR

Objective: Responsible for managing the Football Program for the SVJFAC.

Responsibilities:

- Identify, recruit, and incorporate an Assistant Football Coordinator and potentially a committee of individuals to broaden the base of support and action for Football Operations.
- Ensure all levels of USA Football safety practices and policies, as well as rules and responsibilities as defined by the Association, are adhered to by coaches.
- Recruit, recommend and lead the interview and selection process of coaches and assistants responsible for coordinating the day to day activities of each of the football squads.
- Responsible for ensuring an updated emergency response procedure and policy is in place for Association operations and that it is communicated and acknowledged by all coaches, board members and local emergency responders on an annual basis.
- Coordinate and manage, in conjunction with Equipment Manager, the equipment handout and return process, along with equipment and uniform needs.
- Schedule/supervise/present football rules sessions and in particular, a league rules training session with ALL football coaches prior to the start of season.
- Attends all league meetings.
- Support the Association's fundraising campaign as it pertains to compliance of rules and obligations by football program participants.
- Coordinate and manage the August through end of season practice and game schedule.
- Coordinate with league Football Coordinators or equivalents in preseason, one week prior to scheduled games, and game day.
- Attend monthly Board and General Association Meetings.
- Vote on appointments of coaches, appointed chairs and matters that come before the Board and General Meetings.
- Manage the discipline process with and between all parties participating in the SVJFAC Football Program.
- Ensure communications of all pertinent information is reaching football coaches and families
- Coordinate base level standards across programs for practice schedules, safety, objectives, and missions.
- Institute, document, monitor and emphasize best practices for the role.

Skills Required: Communication, Interpersonal, Delegation, Organizational, Computer.