

JOB DESCRIPTION
SECURITY COORDINATOR

Objective: Responsible for managing the overall security/safety of the membership through ensuring adherence to background checks for all association volunteers.

Responsibilities:

- Manage and administer all required safety and background check procedures for association volunteers.
- Communicate with Football Coordinator and Cheer Coordinator if coaches and association volunteers are missing necessary clearances.
- Create security badges for board members / coaches for field access.
- Support the annual budgeting process in conjunction with the Treasurer, Coordinators, Concession Management, Equipment Management, Vice President and President.
- Attend all Board and General Association meetings.
- Vote on appointments of coaches, appointed chairs and matters that come before the Board and General Meetings.
- Institute, document, monitor and emphasize best practices for role, including safety matters to the association.

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