

replace with  
**LOGO**

**Colorado *Legacy Sports***

### **Volunteer Description**

## **FRCAA Sport's Coordinator**

### **DESCRIPTION**

This position is responsible for putting together a season of a sport that participates in the FRCAA league.

### **RESPONSIBILITIES**

- Plan & Communicate the following information with Events Organizer:
  - Open Gym Dates & Times
  - Try-out Dates & Times
  - Coaches Clinics Dates & Times
  - Practice Dates & Times
  - Game Dates & Times
  - Parent/Athlete Meeting Dates & Times
  - End of Season Banquet Dates & Times
- Coordinate with AD FRCAA games
- Email Arbiter and give them our home schedule for officials
- Write up payment requests for facilities, officials, and coaches
- Submit payment requests to AD
- Request interviews with coaches to HR
- Attend interviews for coaches with HR
- Send weekly reminders to Secretary to be distributed to families

### **SUPERVISION**

Reports to Athletic Director

### **OTHER FUNCTION STATEMENT**

Essential and other important responsibilities and duties may include but are not limited to the following:

- Attend Games, Practices, Try-outs, Meetings, and Banquet
- Help coaches
- End of the season interview coaches

### **QUALIFICATIONS NEEDED**

- Good organizational skills
- Good communication skills

- Knowledge of the sport they are coordinating
- Able to manage people
- Time Commitment – (100 hours per season) (5 weeks of pre-season work about 1-2 hours a week)(10 weeks of season 8-9 hours a week during season)