



### **Director of Sports (Part-Time)**

#### **BCYL Mission**

*Bridgeport Caribe Youth Leader's mission is to provide youth with diverse sports, educational and community awareness programs that foster physical, intellectual and social development, while instilling pride and helping them building character and self-esteem, so that they can reach their full potential and value their role in society.*

**Responsibilities:** Under the direct supervision of the Executive Director, the Director of Sports coordinates and oversees all sports activity on and off the playing field. He/she will perform a variety of duties which include but are not limited to:

- Schedules and coordinates all sporting activities.
- Collaborate with Office Manager, On-Site Coordinators and coaches to coordinate player sign-ups and subsequently receives and reviews participants' applications.
- Recommends to the Executive Director candidates for On-Site Coordinators, Coaches and oversees their performance throughout the season.
- Coordinates annual evaluations and is in charge of all player transactions.
- Ensures locations for games and practices.
- Responsible for researching and obtaining player uniforms and trophies.
- Chairs the rules and regulations committee.
- Helps organize and attends tournaments and others events hosted by BCYL.
- Organize games, including if necessary preparation of the designated field; arranges for game official(s) with official coordinator; and supplies teams with necessary equipment.
- Attend all games and address issues in violation of BCYL code of conduct. If necessary, provide a written complaint notice as per BCYL's complaint procedure.
- Represents BCYL at outside events and functions.
- Help organize/participate in BCYL activities.

**Requirements:**

- Must be detail-oriented, highly organized and enterprising.
- Must maintain a professional attitude and have the ability to handle stressful and confidential information.
- Individual must be a team player.
- Must complete Cal Ripken and/or Babe Ruth Certification and be CPR certified, complete Virtues training, and go through a background check.
- Attend monthly board meetings and provide status report during the season.
- Bilingual individual preferred - Spanish/English

Interested candidates should send their resume to Ruth Ortega at [rortega@bcyl.org](mailto:rortega@bcyl.org)