



Bridgeport Caribe Youth Leaders

*1067 Park Avenue
Bridgeport, CT 06604
Tel: 203-913-0073*

On Site Coordinator (PT Position)

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 Director of Sports, the On-Site Coordinator oversees all aspects of the baseball, softball and/or basketball games and serves as the liaison between parents, team parents, players, coaches and the Board of Directors. He/she will perform a variety of duties which include but are not limited to:

- Communicate with parents, team parents, players, coaches of BCYL events and meetings.
- Maintains current players and coaches team roster.
- Organize games, including if necessary preparation of the designated field or venue; and supplies teams with necessary equipment for games to take place.
- Attend assign games and practices; addresses issues in violation of BCYL code of conduct. If necessary, provide a written complaint notice as per BCYL's complaint procedure.
- 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 situations 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 staff meetings and provide status report.**
- **Bilingual individual preferred - Spanish/English**

Interested candidates should send their resume to Ruth Ortega at rortega@bcyl.org