



Bridgeport Caribe Youth Leaders

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

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 coordinating all sporting activities
- Collaborate with Office Manager, On-Site Coordinators and coaches to coordinate participant registration and subsequently reviews participant and volunteer applications.
- Recommends to the Executive Director candidates for On-Site Coordinators, Coaches, and volunteers and supervises their performance and conducts evaluation at end of season.
- Supervises draft and maintains up to date participant and team rosters.
- 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 have ability to handle stressful situations in a professional manner and maintain confidential information**
- **Must be able to handle multiple tasks at one time**
- **Must have great writing and verbal communication skills**
- **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