



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 sports, educational and civic direction helping them build the character and self-esteem they need to reach their full potential and value 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 registration 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 BCYL hosted events.
- 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 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.

#### **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)