

**Job Title:** Vice President of Flag Football

**Organization Type:** Wylie Area Youth Sports-Nonprofit Youth Sports League

**Reports to:** President of Flag Football and Board of Directors

**Time Commitment:** Volunteer position, 2-year term, Even year

### **Position Summary:**

The Vice President for Flag Football is responsible for managing and coordinating the day-to-day logistics and operations of the nonprofit's flag football program with the President of Flag Football. This role supports the President of Flag Football in executing a successful season by organizing schedules, equipment, communication, and game day operations. The vice president plays a vital role in ensuring a positive experience for players, parents, coaches, and volunteers.

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### **Key Responsibilities:**

- Assist in the planning, scheduling, and execution of the flag football season
- Coordinate practice and game schedules in collaboration with coaches and facility partners
- Manage equipment inventory, including ordering, distributing, and collecting uniforms, footballs, flags, and other gear with the President of Flag Football.
- Support coach and volunteer onboarding, including background checks and training logistics
- Serve as a point of contact for questions from parents, coaches, and team staff regarding operations and scheduling
- Help organize and oversee game day setup, field logistics, field painting, and safety compliance
- Ensure league rules, safety standards, and organizational policies are being followed
- Maintain accurate rosters, registration data, and attendance records
- Assist in the coordination of special events such as kickoff meetings, playoffs, and end-of-season celebrations

- Communicate regularly with the President of Flag Football and provide updates and operational feedback
- Support conflict resolution and issue management as needed
- Contribute to the overall improvement and growth of the flag football program
- Background Checks are REQUIRED.

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### **Qualifications:**

- Prior experience in youth sports operations, logistics, or team coordination preferred
- Strong organizational, communication, and time management skills
- Comfortable using scheduling tools, spreadsheets, and communication platforms
- Collaborative team player with a problem-solving mindset
- Passion for youth sports and community development
- Availability during evenings and weekends throughout the season
- Attend ALL board meetings and provide updates on cheer operations and progress

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### **Term and Commitment:**

This is a volunteer position with a 2-year term, renewable upon approval by the board of directors. The position requires increased involvement during the preseason, game season, and significant events, with some off-season planning and coordination.