

Shakopee Youth Baseball Association (SYBA)
Uniform & Wiffle Ball Coordinator– Job Description
(Two-Year Term)

Position Summary:

The Uniform Coordinator will be responsible for ordering and organizing all coaches and players (travel, community league, in-house, tball, wiffle ball) uniforms for the season. This will also include managing and creating our online store as well as creating and organizing the tournament shirt for the Shako Showdown. This position also encompasses managing our Wiffle Ball program for 4-7 year olds which takes place during the winter.

Key Responsibilities:

Leadership & Governance

- Attend all Board meetings (at least once per month) to discuss, review, and vote on issues and concerns brought forth by the Board or other SYBA stakeholders.
- Participate as an active member on assigned Board committees, providing leadership and support as needed.
- Attend all informational meetings, including the Parent Meeting and Year-End Meeting.

League Administration

- Organize and oversee design of player uniforms for all of our programs- travel, in-house, community league, tball, and wiffle ball
- Organize and oversee design of coaches shirts for our travel, in-house, community league, and tball programs.
- Manage the online store prior to the season starting for players and families to purchase additional Shakopee Saber gear.
- Organize and oversee our Wiffle Ball Program during the winter (6 weeks) for our 4-7 years old
- Coordinate with the Field & Facility Coordinator to schedule facility use for all wiffle ball activities.
- Manage the player registration process using the designated registration platform (e.g., Crossbar).

Communication & Support

- Prepare and distribute information to parents and families prior to the season, clearly outlining expectations and league details.
- Serve as the primary point of contact for coaches and parents throughout the season, addressing questions and concerns in a timely and professional manner.
- Maintain regular communication with coaches to monitor program and provide ongoing support.

Event & Program Support

- Assist with the planning and execution of all SYBA-sponsored tournaments and events.

Qualifications:

- Experience in youth sports administration, coaching, or team management preferred.
- Strong organizational, communication, and leadership skills.
- Ability to collaborate effectively as part of a volunteer Board.
- Commitment to fostering a positive and inclusive environment for all participants.
- Strong problem-solving skills and attention to detail.