

Shakopee Youth Baseball Association (SYBA)
Community League Coordinator – Job Description
(Two-Year Term)

Position Summary:

The Community League Coordinator is a key member of the SYBA Board of Directors, responsible for the organization, administration, and oversight of community league teams for grades 4 through 12. This position ensures a positive and well-structured experience for players, coaches, and families by managing team formation, coach coordination, scheduling, and ongoing support throughout the season.

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

- Coordinate teams and coaches for the following levels:
 - 4th/5th grade (10–11 year olds)
 - 6th/7th grade (12–13 year olds)
 - 8th/9th grade (14–15 year olds)
 - 10th–12th grade (16–18 year olds)
- Work collaboratively with participating communities to organize the season and create game and practice schedules.
- Prior to registration, field questions from parents and players regarding league details and expectations.
- Assist with organizing and conducting player evaluations to ensure fair and balanced team assignments.
- Divide teams and coaches equitably, ensuring a positive experience for all participants.

Coach & Team Support

- Notify all coaches of upcoming meetings and ensure completion of required background checks.
- Organize and lead the coaches' meeting, distributing rosters, schedules, and relevant information.
- Review league rules with coaches and address any questions or concerns.

- Emphasize coaches' responsibilities regarding equipment care, field maintenance, and proper return of items to designated lock boxes.
- Coordinate with equipment and uniform coordinators to ensure timely distribution of equipment, uniforms, coaches' shirts, and hats—primarily at the coaches' meeting.

Season Oversight & Communication

- 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 the progress of the season and provide ongoing support.
- Help organize end-of-season league tournaments in collaboration with other participating communities.
- Coordinate with the equipment coordinator to ensure all equipment bags are collected and returned at the end of the season.

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.