

Shakopee Youth Baseball Association (SYBA)
Field & Facility Coordinator – Job Description
(Two-Year Term)

Position Summary:

The Field & Facility Coordinator is responsible for the scheduling, coordination, and management of all fields and facilities used by SYBA teams and programs. This position ensures that all SYBA activities have appropriate, well-maintained spaces for practices, games, tournaments, and training, while fostering strong relationships with community partners and service providers.

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 expertise and support as needed.
- Attend all informational meetings, including the Parent Meeting and Year-End Meeting.

Field & Facility Management

- Serve as the primary liaison with local schools and city officials to secure and schedule fields and gym facilities for SYBA teams, including for preseason workouts, tryouts, practices, games, and training sessions.
- Coordinate with third-party providers to schedule facility space for player development, training, and other SYBA initiatives.
- Ensure all facilities are prepared, maintained, and available as needed for SYBA activities.
- Work collaboratively with other Board members, coaches, and coordinators to address facility-related needs and resolve any issues promptly.

Event & Tournament Support

- Assist with the planning, preparation, and execution of all SYBA-sponsored tournaments, ensuring that all field and facility requirements are met.

Stakeholder Engagement

- Foster positive working relationships with local schools, city officials, and third-party facility providers.
- Serve as a resource for coaches, parents, and Board members regarding field and facility scheduling and availability.

Qualifications:

- Experience in facility scheduling, event coordination, or operations management preferred.
- Strong organizational, communication, and problem-solving skills.
- Ability to collaborate effectively as part of a volunteer Board.
- Commitment to the mission and values of SYBA.
- Attention to detail and ability to manage multiple priorities.