

Shakopee Youth Baseball Association (SYBA)
Travel League Director – Job Description
(Two-Year Term)

Position Summary:

The Travel League Director is a key member of the SYBA Board of Directors, responsible for the leadership, organization, and administration of all SYBA travel baseball teams. This position ensures the effective coordination of tryouts, team formation, coach selection, and ongoing support for travel teams, while fostering a positive experience for players, coaches, and families.

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 in all informational meetings, including the Parent Meeting and Year-End Meeting.
- Serve as an active member on assigned Board committees, providing leadership and support as needed.

Travel Program Administration

- Coordinate all tournament and traveling teams with the Metro Baseball League (MBL) and other governing bodies.
- Attend all Metro League meetings, including the annual scheduling meeting, to represent SYBA's interests and ensure compliance with league requirements.
- Organize and lead all aspects of SYBA travel team tryouts, including pre-tryout planning and execution.
- Assist in the player evaluation and selection process to ensure fair and transparent team placement.

Coaching & Team Support

- Select travel team coaches, subject to Board approval, and provide ongoing support and guidance throughout the season.
- Organize and lead the SYBA coaches meeting to communicate expectations, policies, and best practices.
- Serve as a primary point of contact for coaches and parents, addressing questions and concerns in a timely and professional manner.
- Maintain regular communication with coaches during the season to monitor team progress and support a positive experience.

Logistics & Coordination

- Coordinate with the Equipment Coordinator to ensure all equipment is prepared, distributed at the start of the season, and collected at season's end.
- Work collaboratively with other League Directors to order player and coach uniforms, hats, and other necessary apparel.
- Arrange and schedule team and individual player photos.

Event & Tournament Support

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

Qualifications:

- Prior experience in youth sports administration, coaching, or team management preferred.
- Strong organizational, leadership, and communication skills.
- Ability to collaborate effectively as part of a volunteer Board.
- Commitment to fostering a positive and inclusive environment for all participants.
- Problem-solving skills and the ability to make sound decisions under pressure.