

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

Position Summary:

The Assistant In-House League Director is responsible for assisting in the organization, administration, and oversight of 7U and Tball and prepare for taking over as In-House Director the following year. This position ensures a positive and equitable experience for players, coaches, and families by managing team formation, scheduling, equipment coordination, and ongoing communication 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

- Organize and oversee player evaluations for 7U at the beginning of the season to ensure fair and balanced team assignments.
- Organize and oversee Tball registration and formation of teams.
- Manage the player and coach registration process using the designated registration platform (e.g., Crossbar).
- Coordinate with the Field & Facility Coordinator to schedule fields and facility use for all in-house league/Tball activities.
- Work closely with the Equipment Coordinator to ensure teams are equipped at the start of the season and all equipment is returned at season's end.
- Coordinate with other league directors regarding the ordering and distribution of all player and coach uniforms and hats.
- Organize and lead a pre-season coaches' clinic to prepare coaches for the upcoming season.
- Coordinate with the photographer to schedule team and individual pictures and ensure distribution of the schedule to families.

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 league progress and provide ongoing support.

Event & Program Support

- Organize the End-of-Year Jamboree at Tahpah Park.
- 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.