

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

Position Summary:

The Umpire Coordinator is responsible for recruiting, training, scheduling, and supporting umpires for all SYBA games and events. This position ensures that games are officiated fairly and consistently, and that umpires are equipped and compensated appropriately.

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.

Umpire Management

- Organize and facilitate training sessions for new umpires to ensure understanding of rules, responsibilities, and expectations.
- Schedule umpires for all SYBA games not covered by the MBL Umpire Association, ensuring adequate coverage across all leagues and events.
- Coordinate with the Treasurer to ensure timely and accurate payment of all umpires.
- Work closely with the Equipment Coordinator to ensure all fields are adequately stocked and maintained with proper umpire equipment.

Communication & Support

- Serve as the primary point of contact for umpires, coaches, and parents regarding umpire-related questions or concerns throughout the season.
- Provide ongoing support and feedback to umpires to promote their development and retention.

Event & Program Support

- Assist with the planning and execution of all SYBA-sponsored tournaments, including scheduling and supporting umpires for tournament games.

Qualifications:

- Experience in youth sports officiating, scheduling, or management preferred.
- Strong organizational, communication, and leadership 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.