Benbrook Youth Baseball and Softball Association

Job Title: Director of Supply Chain Operations

Reports To: BYBSA Treasurer

# Mission

To provide a safe, fun, and competitive environment where youth athletes can grow in the sport of baseball and softball while developing life skills, sportsmanship, and community values.

# Vision

To be the premier youth baseball and softball organization in our region—fostering lifelong love for the game, leadership, and community pride.

# Values

Integrity • Respect • Growth • Teamwork • Accountability • Sportsmanship

# General Scope of Work

• Uphold and promote BYBSA’s mission, vision, and values.
• Attend regularly scheduled board meetings and league events.
• Serve as an organizational ambassador in the community.
• Collaborate across departments to support smooth league operations.
• Comply with all relevant bylaws, policies, and codes of conduct.
• Perform any other duties as assigned by the President or the Board of Directors.

# Position-Specific Responsibilities

• Provide guidance and oversight on all league-owned equipment, uniforms, and supplies.
• Maintain accurate inventory and ensure stock levels of necessary items are adequate each season.
• Responsible for the procurement of all items in coordination with the Treasurer and President.
• Authorized to make purchases up to $1,000 without prior approval from the Treasurer, President, or Board of Directors.
• Maintain signature authority on all BYBSA bank accounts for purchasing purposes.
• Oversee the issuance, collection, and maintenance of equipment to ensure fair and efficient distribution across teams and divisions.
• Track all equipment that is issued, loaned, or returned; maintain accountability records.
• Research, recommend, and implement new equipment ideas and improvements for teams and facilities.
• Manage and maintain professional relationships with vendors; keep a detailed log of vendors and key contacts.
• Provide excellent customer service and professionalism in all interactions with coaches, parents, players, and board members.
• Oversee all uniforms and supply chain operations for BYBSA, including procurement, vendor relations, and distribution.
• Ensure that all equipment and supplies meet appropriate safety and quality standards.
• Develop and maintain lifecycle planning for equipment and league assets.

# Signature of Acknowledgment

I, the undersigned, confirm that I have received, reviewed, and understand this job description and scope of work for the role of Director of Supply Chain Operations with BYBSA and agree to conduct myself in accordance with the organization’s mission, vision, and values.

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Title: Director of Supply Chain Operations

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_