

Job Title: Vice President of Operations

Organization Type: Wylie Area Youth Sports (WAYS)-Nonprofit Youth Sports League

Reports to: President / Board of Directors

Time Commitment: Volunteer Position, 2-year term, Even year

Position Summary

The Vice President of Operations plays a key leadership role in ensuring the smooth planning, coordination, and execution of all sports programs and events within the WAYS organization. This individual oversees logistics, program delivery, and operational efficiency while supporting the overall mission to provide inclusive, high-quality athletic experiences for youth.

Key Responsibilities

Operational Oversight

- Manage and coordinate day-to-day league operations, including scheduling, equipment management, and facility usage.
- Ensure all sports programs run effectively, safely, and on schedule.
- Work closely with the Presidents, Vice Presidents of entities, and coaches to resolve operational challenges.
- Negotiating with vendors to obtain services and equipment at a reasonable cost.

Program Management

- Assist in organizing seasonal registration, camps, and team formation.
- Develop and maintain operational procedures, safety protocols, and event planning timelines.
- Oversee uniform distribution, field assignments, including team schedules for Founder's Park fields (game day scheduling and/or practice schedules), and game-day logistics.
- Ensures that events such as the Pep Rally, league-wide photos, uniform fittings for all programs, and other organization-wide events for all entities under WAYS are scheduled and staffed.

- Football-Collaboration with the President of football to ensure fields are painted, equipment is in working order, and all elements and jobs are fulfilled for game day operations.
- As head of operations, you'll be ultimately responsible for everyone below you on the organizational chart.
- Monitoring WAYS safety, ensuring that all athletes in all entities within WAYS, coaches, and fields are properly maintained and trained, and creating new safety protocols as needed.

Communication & Support

- Collaborate with the President and Board to implement strategic goals and improve operations.
- Communicate clearly with families, volunteers, and community partners.
- Support league communication platforms (website, social media, email) as needed to relay schedules and updates.

Compliance & Risk Management

- Ensure compliance with league policies, insurance requirements, and local regulations.
- Address safety issues, incident reporting, and follow-up with appropriate documentation.

Qualifications

- Strong leadership and organizational skills.
- Experience in program or operations management (sports or youth organizations preferred).
- Excellent communication and problem-solving abilities.
- Ability to manage multiple priorities in a fast-paced volunteer environment.
- Familiarity with registration software, scheduling tools, or basic tech platforms.
- Passion for youth development and community engagement through sports.

Term & Commitment

- Minimum 2-year term, renewable by current active member votes.
- Must attend monthly Board meetings and be available during peak operational periods (e.g., start of season, game days, special events).

Benefits

- Meaningful contribution to youth sports and community service.
 - Leadership experience in nonprofit operations and event management.
 - Collaborative environment with a dedicated team of volunteers.
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