

Job Title: Vice President of Football

Organization Type: Wylie Area Youth Sports-Nonprofit Youth Sports League

Reports to: President of Football, Vice President of Football, and Board of Directors

Time Commitment: Volunteer position, 2-year, Odd year

Position Summary

The Vice President of Football serves as a key representative and advocate for the tackle football program within the organization. This role supports the operational and strategic needs of the sport, collaborates with board leadership, and helps ensure the success and safety of all tackle football participants. The Vice President acts as a liaison between the league, coaches, parents, and the community to promote a positive, inclusive, and well-organized program.

Program Support & Oversight

- Assist the President of Football with planning and executing all aspects of the tackle football season.
- Help coordinate scheduling, equipment distribution, uniform needs, and team assignments.
- Attend games and practices regularly to ensure league policies and safety standards are upheld.

Communication & Liaison Duties

- Serve as a point of contact for tackle football parents, coaches, and volunteers.
- Support open and timely communication regarding game schedules, weather updates, and league policies.
- Address parent concerns or questions and escalate issues to the President of Football or the Board when appropriate.

Coach & Team Coordination

- Assist in recruiting, supporting, and mentoring volunteer coaches.

- Help ensure coaches follow league rules, code of conduct, and player safety protocols (e.g., proper tackling technique, hydration, equipment checks).
- Attend coach meetings and help facilitate coach education opportunities.

Field & Game-Day Operations

- Help oversee game-day setup, field prep, and equipment availability.
 - Help ensure that games are staffed with appropriate sideline volunteers (chain crew, spotters, etc.).
 - Assist with post-season equipment return and inventory.
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Qualifications

- Knowledge of tackle football fundamentals, rules, and safety guidelines.
 - Strong organizational and communication skills.
 - Positive attitude and ability to work well with volunteers, children, and parents.
 - Willingness to be hands-on and present during key events and game days.
 - Previous experience as a coach, parent volunteer, or youth sports supporter is a plus.
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Term & Commitment

- 2-year volunteer term
 - Must attend monthly Board meetings and be available during tackle football season.
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