Rec Director Job Descriptions:

* Youth rec director receives direction through the Vice President however, works at the pleasure of the Board of Directors
* Respond to all communications, both email and voice mail, within 24 hours with no exceptions
* Assist all parents/players with online registration and/or website account related questions
* Responsible for email reminders and communications for all league and club events
* Work with Vice President and Marketing Director/Board member to advertise for registrations via all avenues. Banners, signage, flyers at pre-schools, digital advertising, website, e-mails, ect….
* Work with President and Vice President to ensure all practice locations are secured and contracts current. Also work with facilities person and Vice President ensuring equipment at practice locations is in place and in good repair
	+ Locations are Pickerington Local Schools – Violet Elementary, Sycamore Elementary, Heritage Elementary (2 small goals on site), Fairfield Elementary (lots of space), Tussing Elementary, Diley MS (goals on site), Sycamore Park, Real Church, Pickerington Church of Christ, World Harvest Prep, Life City Church
* Provide input on and assist with complex field map. Work with VP on rotating layout on a seasonal basis
	+ Coordinate with Marketing Director/Board member to have copies on site and displayed at facility
* Set game dates well in advance of each season working with board keeping facility events in mind. Seasonal game dates should be set at least 3 months in advance
* Registrations
	+ Open all registrations via website ensuring opening and closing date/times, confirming costs per division for both spring and fall seasons
	+ Open and maintain registrations for winter training and summer camp programs
	+ Set waitlist numbers for divisions as necessary. Keeping in mind even number of teams and roster sizes. Example - Jr. High and High School should be no more than 18 per team
* Keep running inventory of jerseys
* Order jerseys for players and coaches
	+ Sort by team and present to coaches prior to first game of season
* Create teams and rosters after closing registrations
	+ Keeping an even number of teams so the are no bye weeks
	+ Roster numbers should not exceed more than twice the number of players on a field
		- Ie. No more than 10 players on a team that players 5v5
	+ Assign division to Jr. High and High School teams - A, B, C, D, ect….
		- Report to MSSA/HSSA
	+ Assign coaches, assistant coaches, team mangers
* Organize and conduct coach’s meetings
	+ Break into smaller meetings by age group
		- U4 and U6
		- U8, U10, U12
		- Jr. High and High school
	+ Collaborate and review meeting agenda with VP and/or board of directors prior to meeting
* Create agenda and conduct referee meeting
	+ Include review or parent and coach conduct
	+ Review uniform and certification standards
	+ Review scheduling procedures
	+ Training program for new refs
* Forward any and all refund/credit requests to the treasurer
	+ Final determination on any league credits falls on the VP, treasurer, and/or board of directors
* Create facility schedule in conjunction with VP. Follow facility guidelines to number of games per hour so as to not overfill parking or battle for parking with PYAA
	+ Maintain facility schedule and be the point for Club partner game scheduling limiting them to the facility guidelines as well
	+ All schedules must be live in the website so that parents can see them and they connect to the app
* Keep game and ref schedules up to date and posted
	+ Communicate with referees daily if necessary to ensure game slots are filled and they know what games they are assigned
* Responsible for all communications to families, coaches, ect.
* Be on site on all rec game days
	+ Not necessary for week night Jr High and High School games you must at least be available via phone if problems should arise during those games
* Make at least one appearance per session for winter training and summer camp programs
	+ Meaning attend one of the weeks, not every session.
* Make sure all corner flags and the large flags for 3v3 fields are out and in good condition
	+ Report any and all damaged equipment to the VP and/or the facility director
* Work with the Secretary to ensure accurate standings and that they are accurately posted after each game day
* Ensure medal and trophy ordering completed via Marketing Director/Board Member for all necessary divisions and tournament winners and runners up. Medals to all U4 and U6 players. Winner and Runner up trophies for tournaments

PASA CUP – Spring only

* All teams in the U8, U10, and U12 divisions participate
* Tournament is single elimination tournament and occurs over a weekend with Championship games on Sunday
* Organize tournament and seeding and schedule

Fall Tournaments

* Top 4 seeds only in the U8, U10, and U12 divisions

All-Star games

* Coordinate with board members to assist in selection of the All-Star players. Two players from each team in both boys and girls, U8 and U10 divisions
	+ You can seek coach advice on players however try to keep the selection of the players to
* All-Star games are held late spring after the PASA Cup
* Coaches for All-Star teams are the winning and runner up coaches from the PASA Cup