



Juneau Sports Association

Executive Director Position Description

Job summary: Juneau Sports Association is dedicated to providing and coordinating the softball program for the community of Juneau, Alaska. The Executive Director (E.D.) is responsible for managing the daily duties and program maintenance, as well as coordinating and running all local tournaments. The E.D. reports to the President of the Board of Directors.

Essential duties and responsibilities

Administration & Operations:

- Will make yourself available based on an agreed upon schedule with the Executive Board.
- Maintain association inventory records for all JSA equipment, supplies, and assets, placing orders as needed.
- Coordinate and attend all board meetings and needed committee meetings.
- Facilitate annual board member and executive board member elections.
- Serves as the Tournament Director and must be in attendance for the duration of all JSA sponsored tournaments.
- Maintain and review the association's strategic plan.
- Facilitate protests when required.
- Coordinate season and tournament registration, rule clinics, pre-tournament correspondence, and schedules.
- Assists in the planning and execution of JSA fundraisers and special events.
- Other duties as assigned.

Communication & Public Relations:

- Develop and maintain working relationships with Local, State, National, and International softball organizations.
- Develop and maintain professional working relationships with CBJ Parks and Recreation staff and Juneau Douglas Officials Association (JDOA) to maintain field schedules, report field schedule changes, and tournament schedules.
- Maintain accurate and up to date information on JSA social networks and websites.
- Distribute team and manager notifications promptly via email and/or social networks.
- Draft regular announcements, meeting notices, and other communications to promote JSA recreational opportunities via public media. Additionally, serve as the primary media contact for the organization.
- Effectively communicate all rule changes for league play and/or tournaments to team managers and out of town organizations.
- Represent JSA in a positive manner at all times.

Financial & Legal Compliance:

- Submit timely reports and insurance certificates with CBJ and USA Softball.
- Ensure business professional licensing and reporting are filed timely.
- Coordinate, acquire, and maintain JSA vendor, DEC, and open flame permits as needed.

- Create invoices, collect revenues, and deposit funds on behalf of JSA.
- Provide JSA Financial Officer with receipts, documentation, and additional materials necessary for the sound financial management of the association.
- Coordinate with JSA Financial Officer to file annual tax documents and insurance requirements.
- Serves as the Primary Member in Charge and manages the gaming activities on behalf of the association.
- Serves as the primary executor and signatory for the organization's bank accounts.

League & Game Management:

- Complete all data entry into League Apps in a timely manner, including assisting with creating teams, adding members, entering game scores, and pulling financial information when requested.
- Coordinate and attend Manager's meetings.
- Record and update received scores in a timely manner.
- Update, maintain, and distribute JSA, USA Softball, and CBJ rules, regulations, and agreements.
- Schedule, reschedule, and/or cancel games as necessary including notification(s) of affected team managers, JDOA, and CBJ as required. Rescheduled games are to be scheduled at the earliest possible opening available.
- Ensure all players are registered for their division of play and all team and player fees have been paid prior to playing in any JSA sponsored event.

Knowledge, skills, and abilities required:

- Must be proficient with or able to quickly learn League Apps, Word Press, QuickBooks Online, and Google Drive.
- Must have the ability to work in a positive and professional manner.
- Must have the ability to communicate effectively both orally and in writing.
- Requires computer proficiency, including familiarity with common software. Previous experience or knowledge of JSA operations preferred.

If the successful applicant is also a player or umpire, their participation in team activities must not interfere with the duties of this position

Printed Name

Signature

Date