

# **Britt Summer Rec Flag Football Manager**

## **Position Summary**

Britt Summer Rec Flag Football Manager is a seasonal position. Duties begin in June and end in October. The Flag Football Manager is responsible for the efficient and effective operation of the Britt Summer Rec Flag Football program and reports to the Park and Rec board. Manager must have good verbal communication skills, show initiative, be dependable, have a desire to serve the public, ability to lead by example and delegate responsibilities.

## **Essential Job Duties:**

- Organize volunteer coaches for each team (2 adult coaches per team)
- Organize master list of participants
- Work with volunteer coaches to determine practice schedule
- Work with West Hancock athletic director to check dates available for home games
- Meet with area directors to set game schedule for league games
- Communicate to participants/parents/guardians' expectations for the season, practice schedule, and game schedule
- Work with City of Britt and bank to submit insurance for enrollment with the NFL Flag program
- May involve coaching teams if there is a lack of volunteer coaches
- Ensure all volunteers complete Volunteer Work Comp Form
- Maintain communication with coaches to ensure rules and guidelines set in place by Parks and Rec board are followed
- Set up football field prior to all home games
- Take score for all home games
- Inventory and store all equipment. Clean as necessary.
- Order any necessary equipment through the NFL flag football website
- Prepare end of season report and meet with Parks and Rec board to review report, including recommendations for any equipment needs for the next season

## **Work Environment**

This position requires work indoors and outdoors in varying temperatures and weather conditions. Frequent kneeling, standing, stooping, reaching, sitting and manipulating objects is required. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in this position. Employees will be required to follow any other job-related instruction and perform any other job-related duties as requested by the Parks and Rec Board or Britt City Council.