

MGBA, Inc

Job Description for the Site Coordinator

The goal of the Site Coordinator is to be the eyes, ears, and hands of the Tournament Director, making sure that everyone who participates in the SMWBC tournament experiences a well-organized event, a safe environment, a competitive and professional atmosphere, courteous and respectful service, and a “picture perfect” playing facility.

Responsibilities:

1) Park Preparation

- a) Make sure fields are well groomed, free of debris and properly lined off.
- b) Make sure all scoreboards are working properly
- c) Make sure all field lights are working properly
- d) Make sure the park is well stocked with wooden bats, balls, pitching charts, brackets, etc.

2) Recordkeeping

- a) Responsible for updating and monitoring bracket information
- b) Must record the scores of all games played and call them in to headquarters for inputting into a database.

3) Human Resources

- a) Make sure that umpires and scorekeepers are in place and on time for every game.
- b) Act as liaison between the Tournament Director and ball players, coaches, fans, and park personnel.

4) Public Relations

- a) Must be ready to answer questions, solve problems, and assist in whatever way necessary to ensure that the goal of this position is achieved.

Qualifications:

- 1) Must be motivated by a sincere desire to see children enjoy the experience of participating in a “five-star” tournament.

- 2) Must have a thorough understanding of USSSA Tournament rules and regulations
- 3) Must be trained in CPR and minor first aid procedures
- 4) Must write legibly
- 5) Must be detailed oriented
- 6) Must possess excellent communication skills (oral, written, and interpersonal)
- 7) Must be flexible and willing to commit to working the entire tournament
- 8) Must be an enthusiastic team player
- 9) Must be able to work with little or no supervision.