



Job Title	InTown Director, Mansfield Youth Soccer
Position Summary (Board Position)	Primarily responsible for running the In Town Recreation program for Mansfield Youth Soccer (MYS).
Position Responsibilities	<ul style="list-style-type: none"> • Director manages the age group coordinators to: <ul style="list-style-type: none"> ○ Recruit and place coaches ○ Place players on teams(late regs included) ○ Create team practice schedules ○ Communicate with age group coaches ○ Deal with late registrations and late roster changes • Director works along side of Coach and Player Director to promote coaching guidelines among coaches • Director creates and communicates the in-town game schedules • Director is a key contact for Saturday morning game cancellations and reschedules
Position Skills	<ul style="list-style-type: none"> • Strong communication skills among coordinators as well as soccer parent community. • Email and spreadsheet system skills.
Other Comments	<ul style="list-style-type: none"> • Director is fully supported by the program registrar when working with membership registrations, refunds, wait lists. • Director works closely with field manager to define field layouts and field condition cancellations. • Director will be supported by the MYS full board and is a valuable voice heard at the board meetings.