



## POSITION DESCRIPTION AND DUTIES

---

### FLAG FOOTBALL COORDINATOR:

The powers and duties of the flag football coordinator shall be to:

- Work with the Marketing and Outreach Coordinator to promote the league's Flag Football Program
- Respond to parent/community requests for information regarding the league's Flag Football Program.
- Recruit volunteer coaches for the flag football program
- Assign players to teams in an impartial manner maintaining balance of ages on each team. When possible, players with siblings on a tackle team should be kept together with other siblings from that tackle team. Attempts should be made to honor parent requests for teams when possible.
- Maintain team equipment bags ensuring teams have all supplies and equipment needed prior to the start of the season.
- Coordinate with league equipment manager to purchase new equipment as needed on an annual basis.
- Order jerseys for players and coaches through a league approved vendor.
- Attend flag football games acting as a field monitor and time keeper.

In the event that this position remains unfilled, the duties of this position shall be divided up by the Secretary, Equipment Manager, and Game Day Coordinator and overseen by the Secretary.

*This position is a member of the Executive Committee with full voting member rights.*