

## **2025-2026 Board Position Job Description**

<b>President</b>	Responsible for the governance of the Saco Junior Trojans organization. Will implement strategic plans for the organization, lead efforts to carry out the vision/mission of the organization as well as safeguard its financial wellbeing. Will represent the organization in the community and build relationships with its stakeholders. Will oversee and work with all Board Members to ensure job responsibilities are met and that the organization operates effectively. Will work with the secretary to schedule meetings, develop agendas and will preside over all meetings. Will have general supervisory control over all matters pertaining to the welfare of the organization.
<b>Vice President</b>	Responsible for assisting the President. Will perform duties as delegated by the President. Will assume the President's responsibilities in their absence.
<b>Treasurer</b>	Responsible for maintaining the financial standing of the organization. Will keep track of all money received and/or dispersed as decided on by the governing members. Will monitor transactions generated via all electronic platforms such as Sports Engine (registrations), Zeffy (online calendar sales) and the square reader (concessions). Will track cash sales (e.g. gate sales, 50/50 raffles, and concession sales) and maintain petty cash. Will pay annual expenses such as software renewals (e.g. Sports Engine, HUDL), officials, league insurance, dues, equipment, uniforms and supplies. Will provide a typed financial report at every Board Meeting. Will complete the annual taxes for the organization.
<b>Communications Director</b>	Responsible for promoting the organization, recruiting participation and overseeing the execution of effective internal communications. Will assist the Secretary with the creation and distribution of annual flyers, registration publications, event announcements, etc. Will lead efforts to announce open registrations via the Saco Fire Station's electronic sign and/or via the local schools, organizations, groups, etc. Will help distribute information during the season to coaches, team parents, parents/guardians, participants and supporters.
<b>Safety Officer</b>	Responsible for assuring the organization always has medical supplies in stock. Will give the Equipment Director a fully stocked medial kit for each coach bag. Will periodically check in with head coaches to re-stock all medial kits during the season. Will assist the Board of Directors with the organization's responsibilities for an athletic trainer. Will make sure all injuries requiring medical attention have been documented and reported. Will work with the Player Agent to ensure the safety of all participants.
<b>Player Agent</b>	Responsible for communicating with the Secretary to obtain team rosters, contact information, and pertinent participant data such as reported medical conditions. Will have a role in ensuring the organization adheres to player eligibility requirements. Will work with Board Members and coaches to conduct team drafts, coach assignments and roster selections. Will work with the Safety officer to promote a culture of safety in the organization. Will implement and facilitate background checks and Safe Sport training. Will seek opportunities for safety education opportunities and the handle all concerns and/or incidents.
<b>Equipment Director</b>	Responsible for working with the Board of Directors to purchase new practice equipment, uniforms, belts, socks, mouth guards, helmet decals, medical supplies, etc. Will organize and maintain the inventory of equipment and uniforms. Will orchestrate the distribution and collection of all uniforms. Will maintain the organization's loaner equipment and meet the needs of participants. Will be responsible for the preparation, distribution and collection of coach bags.
<b>Field Director</b>	Responsible for the coordination and execution of field duties including equipment during practices as well as chains, yard markers, scoreboard operators and announcers at all home games.

<p><b>Secretary</b></p>	<p>Responsible for the record keeping, meeting management, and technological needs of the organization. Will record, type and maintain program materials including meeting agendas, meeting minutes, attendance lists, discussion notes, motions, disciplinary actions and resolutions, etc.) for all SJT Meetings and interactions. Will coordinate and help plan season events such as team pictures, Junior Trojan Day, Junior Trojan Night, and the end of season ceremonies. Will work with the Communications Director to promote the program and deliver communications to the community.</p> <p><b><u>Sports Engine Administration:</u></b> Responsible for the administration of the Sports Engine product. Will design the online registration for the upcoming season to include season handouts, contracts and waivers, pertinent data fields, fees, payment terms, calculations and online payments. Will review and approve scholarship requests, distribute discount codes to recipients, and process all refund requests. Will create the online structure for divisions/teams and create Team Pages to provide the platform for team schedules, online rosters, and team chat capabilities. Will maintain the records of all football and cheering participants within the Sports Engine platform. Will provide registration counts to the Board of Directors and coaches prior to the start of the season to determine the number of teams needed and the coach to player/cheerleader ratio. Will electronically roster the teams (as instructed by the coaching staff) and maintain change requests. Will export roster data as necessary for the Player Agent, coaches, Team Parents, MSL and SMYFL leagues, vendors (i.e. photographers), etc. Will enter the game schedule for each team as soon as they are released by the MSL and SMYFL. Will maintain the permission within Sports Engine to allow necessary administrative access to directors and coaches. Will communicate with coaches when their Team Pages go live and ensure they are trained on how to enter their practice schedules, add/modify/delete other schedule data throughout the season and communicate with their families via chat. Will create reports from Sports Engine data and provide exports as necessary. Will create and share instructional handouts and provide technical support to program participants. Will perform the necessary data clean up at the end of each season. Will work with the Safety Officer to assist with background checks and Safe Sport training.</p> <p><b><u>Website Administration:</u></b> Responsible for maintaining the company's website. Will keep information on the website up to date including links to season and camp registrations, frequently asked question pages, team/age level descriptions, links to league pages (e.g. SMYFL), as well as information on sponsorships, season sponsors, fundraisers, field directions, events, and contacts.</p> <p><b><u>Facebook Administrator:</u></b> Responsible for maintaining the company's Facebook page. Will maintain permissions for the Facebook page. Will post important announcements and respond to comments. Will monitor and respond to private/direct messages. Will communicate with the Cheer Director so both the football and cheer pages are kept current.</p>
<p><b>Fundraising Director</b></p>	<p>Responsible for fundraising projects including annual sponsorships, the annual fundraiser for participants, and game day fundraising duties as well as the ongoing efforts to explore new fundraising opportunities.</p> <p><b><u>Sponsorships:</u></b> Will work with the Secretary to send out the announcements for sponsorships and manage the collection of sponsor data. Will work with the sponsor and treasurer to collect sponsorship payments. Will provide sponsor information and logo files to the Secretary and Apparel Director for the website and sponsorship T-shirts.</p> <p><b><u>Calendar Fundraiser:</u></b> Will coordinate with the print vendor and the online vendor to create the calendar template. Will purchase calendar prizes for winners. Will distribute and collect materials within the organization. Will communicate with sellers on their sale progress. Will draw and contact daily winners as well as distribute prizes. Will keep the secretary up to date on the daily winner for electronic communications. Will track calendar sales to determine prize distribution and provide prize totals to the Apparel Director. Will distribute the prizes at the end of the season ceremony.</p> <p><b><u>Game Day Fundraising:</u></b> Will recruit volunteers to collect entrance fees (middle school home games) and execute the 50/50 raffle and apparel sales at all home games.</p>

<b>Apparel Director</b>	Responsible for all apparel needs for the season including sponsorship t-shirts, fan gear, apparel prizes for calendar sales, end of season apparel gifts and championship merchandise (if applicable). Will assist head coaches with the purchase of polo shirts, hats, or other apparel needs for their coaching staff. Will work with the Cheer Director to purchase apparel or gather apparel from prior years. Will enlist volunteers to sell this apparel at home games. Will work with print vendors to design logos, select apparel, set up online stores as well as pick up and distribute merchandise.
<b>Concessions Director</b>	Responsible for managing all food sale operations in the concession buildings at Hill Stadium and the SJT field including all duties to open and close both buildings each season. Will coordinate purchases with TA Boosters as well as conduct weekly (sometimes more) runs to local stores for inventory. Will stock, cook and clean for all home games. Will purchase and maintain kitchen equipment as necessary. Will recruit and supervise work staff. Will work with the Team Parent Coordinator and Team Parents to ensure each game has adequate coverage. Will supervise paid staff (if applicable).
<b>Cheering Director</b>	Responsible for the governance of the entire cheer program. Will report cheer operations to the Board of Directors and maintain ongoing communication with the Secretary to keep online registrations, documents and electronic platforms up to date. Will maintain the Saco Junior Trojans Cheering Facebook page. Will determine the number, make up and alignment of all cheering squads as well as the appointment of all cheer coaches. Will oversee the duties of the youth and middle school head coaches. Will organize a sizing night and order cheer uniforms, bows, etc. prior to the start of the season.
<b>Middle School Coaching Director</b>	Be Middle School Varsity (8th Grade) team Head Coach. Select middle school coaching staff including JV (7th Grade) head coach. Oversee Middle School football program. Attend all SMYFL meetings
<b>High School (TA) Varsity Coach</b>	Serves as a voting member of the Board. Provides program alignment and support between SJT and the Thornton Academy football program.