



Naperville Little League Baseball

www.NLLB.org

Job Description Operations Manager

Job Duties / Responsibilities

- This position reports to the Naperville Little League Baseball (NLLB) President and the duties of this position include but are not limited to the following:

Administrative

- Respond to President promptly regarding all aspects of the program.
- Lead background check process for ~600 volunteer coaches (handling registration forms, data entry, data submission to First Advantage, and reviewing flagged candidates).
- Coordinate with League Directors to ensure all rostered coaches have passed background check process.
- Handle directly or direct staff to promptly respond to inquiries (e-mail, phone calls, office visits) from members.
- Liaison with Naperville Park District to manage fields (scheduling, repairs, lights, and obtain field usage permits, etc.).
- Ensure birth certificates are received for all new players to NLLB .
- Be familiar with Little League International rules, policies and procedures.
- Perform e-mail broadcasts to members.
- Obtain NLLB insurance certificates.
- Coordinate with League Directors the collection of affidavits for tournament teams.
- Coordinate team sponsorships including maintaining current sponsor list, collecting sponsor fees, printing sponsor names on jerseys, ensuring plaques reach sponsors.
- Attend Board meetings to report on activities / issues.
- Attend, as requested by President, Little League District meetings.
- Coordinate with the Treasurer to create and monitor a budget.
- Recruit volunteers to assist with program.

Operations

- Develop schedule for approximately 100 regular season teams, 15 Summer Tournament teams, and 30 Fall Ball teams.
- Coordinate drafted leagues tryouts (minimum of four separate events).
- Run pre-season Manager meetings at all levels (five to six meetings).
- Hold regular office hours for parent's and coaches' convenience.
- Setup and steward coaching clinics (four held prior to season opener).
- Set-up picture days for all teams with designated photography firm.
- Conduct umpire clinics in April.



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Technical

- Steward online player / volunteer / umpire registration web based system.
- Update NLL Website as needed
- Data entry.
- Handle any issues with website with website host
- Promote program via Facebook and Twitter accounts.

Equipment

- Steward all equipment and supplies owned by NLLB (catchers' equipment, batting helmets, pitching machines, uniforms, baseballs, etc.)
- Run equipment handout and return days for coaches.
- Inspect, repair, clean, and sort equipment returned at the end of each of the three seasons (spring, summer, Fall Ball)
- Keep warehouse organized.
- Inspect, repair, or replace equipment in field boxes located at ball fields.
- Ensure score booths and satellite store rooms are in clean and well-functioning condition.
- Coordinate staff to ensure minor maintenance at ball fields / NLLB storerooms.
- Order uniforms, trophies, baseball equipment, and miscellaneous supplies as needed.
- Maintain inventory of supplies on hand.

Requirements:

- Applicable experience with NLLB organization; procedures, and policies preferred.
- Must be proficient with computer software such as Excel, Word, registration websites.
- Must demonstrate problem solving skills, and the ability to make decisions independently
- Driver's license.
- Candidate must work as a team player, have excellent communication and interpersonal skills, high integrity, and positive attitude.
- Must have a demonstrated ability to supervise staff.
- Candidate needs to be flexible in hours worked and on occasion will be expected to work some weekday evenings and some weekends.

Education requirements:

- High school diploma required, college degree preferred.
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