

**Seneca Valley Junior Football Association
of Cranberry Township
P.O. Box 1638
Cranberry Township, PA 16066**



**JOB DESCRIPTION
VICE PRESIDENT**

Objective: To support the management and coordination of the SVJFAC.

Responsibilities:

- In the absence of the President, leads the Board of Directors' and General Association meetings.
- Member of all standing and ad hoc committees.
- Coordinates the interaction between the Association and other organizations with which the Association has affiliations. Examples: Cranberry Township Parks & Recreation, CTAA, SV Varsity Football, SV Soccer Association, SV Cheerleading Boosters.
- Facilitates communication between various entities of the Association including: Committees, parents coordinators and Board of Directors.
- Attends all Board and General Association meetings.
- Manager the discipline process with and between all parties participating in the SVJFAC programs.
- Supports annual and special fundraising campaigns.
- Coordinators standards, process, and expectations for the Team Mom role across the association.
- Vote on appointments of coaches, appointed chairs and matters tht come before the Board and General Meetings.
- Institutes, documents, monitors and emphasize best practices throughout the association.

Sills Required:

- Communication, Interpersonal, Diplomacy, Delegation, Organizational, Computer.