

JOB DESCRIPTION

Position: Executive Director

Reports to: President of Dunwoody Senior Baseball

Dunwoody Senior Baseball

DSB runs a series of youth baseball programs on two fields at Dunwoody Park on Roberts Drive, less than one-mile north of Dunwoody Village. These programs include the North Atlanta Middle School League, Spring and Fall Rec Ball for ages 13-18, and the college-age-plus Summer Wood Bat League.

In addition, Dunwoody Park is the year-round home to five DSB Diablos travel teams, ages 13-16, and rents its fields for weekend tournaments sponsored by other organizations, such as Triple Crown Sports, Cornerstone Sports and Men's Amateur Baseball League.

DSB operates under a contract with the City of Dunwoody. The City provides funding for capital projects and assists with on-going turf maintenance.

Description

The Executive Director is responsible for day-to-day operations of Dunwoody Senior Baseball, as follows:

- Field Maintenance – Coordinate with the City of Dunwoody to ensure fields are well maintained
- Field Preparation – Perform or direct DSB staff based on schedule needs
- Park Operation – Lights, scoreboards, parking, trash, etc.
- Coordination of DSB Staff
 - Officer of the Day (volunteer)
 - Field Prep Crew
 - Gate Crew (tournaments)
 - Scoreboards & Scorers
- Coordination with others
 - Vendors for supplies & services
 - Umpires
 - City of Dunwoody
 - DSB Sponsors
 - Tournament sponsors
 - Concession stand operator
- Schedule Development – Assist with or do
- Update website for schedule, field status, news

Skills Required

The skills required to be successful in this job include:

- Maintaining a friendly, pleasant demeanor – good interpersonal skills
- Working independently.
- Prioritizing among competing alternatives.
- Having a coach's level knowledge of baseball.
- Paying attention to detail and being well organized.
- Writing and verbal communication skills.

- Operating a PC or Mac and being familiar with the Microsoft Office Suite.
- Being physically active outdoors.

Hours & Compensation

This is a year-round job that requires weekend work. It pays \$20 per hour for an average of 20 hours per week. Pay is reported on Form W-2.

To Apply

To apply for this opportunity, you **must** provide all of the following:

1. A one-page cover letter describing why you want this job and why you are qualified.
2. A current resume indicating the experience that qualifies you for this job.
3. Three professional references, with contact information, that can be called or emailed.

Please email your response to Jerry Weiner, President, Dunwoody Senior Baseball.

Jerry@jerryweiner.com. No phone calls, please.

Please note that we will not be able to respond to anyone that does not meet the qualifications listed above or fails to apply as requested.