



# MADISON *Indiana*

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**Title:** Football League Director

**Department:** Parks & Recreation

**Reports to:** Athletic Director

**Employment Status:** Contract, Stipend-Based

**Position Overview:** The Football League Director is responsible for overseeing the youth tackle and flag football program. This role ensures smooth league operations by managing teams, coordinating schedules, and fostering a positive experience for players, coaches, and families. The director will work closely with the Athletic Director and Superintendent of Grounds to maintain league standards and promote the sport's growth in Madison.

## **Key Responsibilities:**

### **Team & Coach Management**

- Organize team drafts and assign coaches.
- Assist the Athletic Director in recruiting coaches.

### **Scheduling & Logistics**

- Communicate with the HHYFL regarding games, schedules, and rules.
- Ensure game field requests are submitted at least two weeks in advance.
- Communicate any necessary field maintenance needs.

### **Uniforms & Equipment**

- Provide uniform sizes to the Athletic Director, who will handle orders.
- Make sure each participant is properly fitted with a helmet and shoulder pads.

### **Communication & Promotion**

- Relay any marketing or promotional needs to the Athletic Director.
- Serve as the main point of contact for parents, players, and coaches.

### **Game Day & Player Development**

- Be present on the field during games and most practices.
- Oversee HHYFL rules and ensure fair play.
- Organize special camps or clinics for skill development.

### **Facility Management**

- Open and close bathrooms during practices and games.

### **Growing the Sport**

- Foster an engaging environment to develop players' skills and passion for football.

**Compensation:** The League Director will receive a stipend, paid in **two installments** (at the **start** and **end** of the season).

### **Physical Demands & Working Environment**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential job functions.

- **Environment:** Work is performed primarily outdoors in various weather conditions and may involve exposure to excessive noise, dirt, dust, and vehicle and equipment emissions. Safety protocols must be strictly followed at all times to ensure personal and team safety.
- **Physical:** The setup and operation of equipment may require moderate physical effort, such as bending, stooping, and moving to handle equipment controls.

### **Equal Opportunity Employer/ADA**

The City of Madison is an Equal Opportunity Employer, and all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, age, national origin, or any other category protected by law. Further, the city will comply with all legal requirements related to affirmative action, and the employment of the handicapped, and veterans. In compliance with the Americans with Disabilities Act, the City of Madison will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.