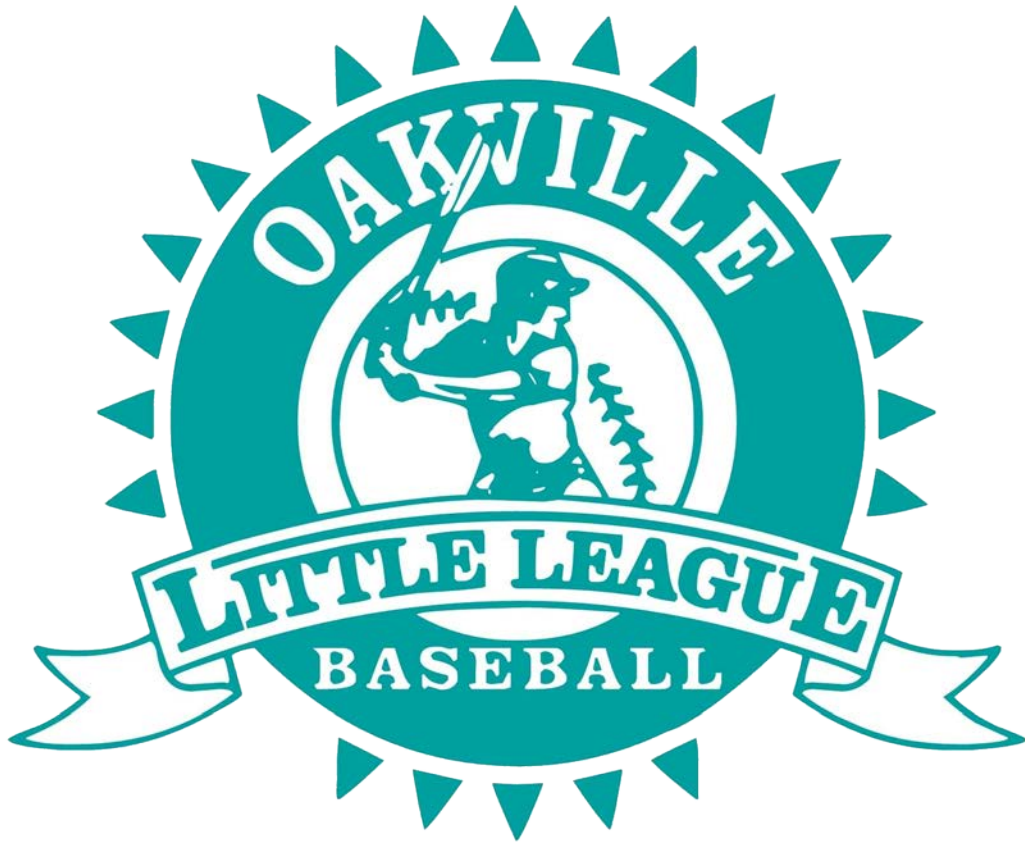


Oakville Little League Open Job Descriptions



Currently Available Positions

Clicking on the link of the position you are interested in, will take you to a brief description of the job. If you would like additional information or want to discuss the position further, please send an email to administration@ollb.org with your contact information and someone will be in touch with you.

Convenors (All Divisions)

Uniform Coordinator

Tournament Director - Adam Fedoruk

Tournament Director – Oakville Little League

Equipment Manager

Team Manager or Coach

Parent Helper

Field Maintenance Crew

Umpire

Concession Volunteer

Job Description: Convenors (All Divisions)

Position: The Convenors are volunteers of the League who reports to the Division Coordinators. The Convenors are selected to the position by the Division Coordinators and presented to the Board for final approval.

Duties:

- The Division Convenors are responsible to manage and organize their individual divisions (i.e. Blast Ball, T-Ball, Minor, Major, Junior & Senior) within Oakville Little League (OLL). All Division Coordinators work in conjunction with the Vice President of Baseball Operations to ensure a successful season in their respective divisions.
- Division Convenors will report any issues and or concerns that may arise to the Division Coordinator for review and resolution. If the Division Coordinator is unable to resolve the situation, the issue will be brought to the attention of the Resolution Committee.

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Job Description: Uniform Coordinator

Position: The Uniform Coordinator is a member of the League who reports to the President. The Uniform Coordinator is elected to the office by a vote of the Board of Directors for a term as specified in the constitution of the League.

Duties:

- Responsible for working with the Equipment Manager in ordering and distributing all uniforms for players and managers, including the house league teams and All-Star teams to Division Convenors. The order will consist of quantities, sizes, and colors for each team. Include copies of team order sheets for each All-Star manager so they can distribute to team.
- Work directly with uniform provider to place all related orders for uniforms.
- Work with the All-Star/Select Executive Committee member to determine the specific SWAG to be used for the season and to get samples of All-Star SWAG from uniform provider to display at in-person All-Star fittings. Help parents select the sizes for each player.
- Coordinates with the Sponsorship Executive to ensure correct assignment of sponsorship to teams if the sponsor has a child playing in the league.

- Once all uniforms and SWAG are in, work with the Vice President of Baseball Operations and the All-Star / Select Executive to contact each team manager arrange for uniform pick up.

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Position: Tournament Director - Adam Fedoruk

Duties:

- Perform duties as specifically set forth and such duties, which may be assigned by the President or the Board of Directors
 - Oversee and manage the Adam Fedoruk Tournament, sponsored by the Oakville Little League
 - Manage the communications with the participating teams including providing all details related to the tournament.
 - Provide the final schedule to the participating teams prior to the start of the tournament.
 - Co-ordinate with the Director of Volunteers to schedule volunteers to participate in tournament responsibilities.
 - Coordinate Ceremonial & Pre/Post Game Procedures
 - Confirm Players are properly equipped.
 - Perform other duties assigned by the President or the Board of Directors.

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Position: Tournament Director – Oakville Little League

Duties:

- Perform duties as specifically set forth and such duties, which may be assigned by the President or the Board of Directors
 - Oversee and manage key tournaments sponsored by the Oakville Little League.
 - Keep official records of games and e-mail the results to the teams involved.
 - Design and order merchandise for sale-tournament shirts, hats, visors and fan ware for the adults and coaches if applicable.
 - Co-ordinate with the Director of Volunteers to schedule volunteers to participate in tournament responsibilities.
 - Attend organizing meetings
 - Act as or assign an Official Scorekeeper.

- Coordinate Ceremonial & Pre/Post Game Procedures
- Confirm Players are properly equipped.
- Perform other duties assigned by the President or the Board of Directors.

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Equipment Manager

The Equipment Manager is a member of the League who reports to the President. The Equipment Manager elected to the office by a vote of the Board of Directors for a term as specified in the constitution of the League.

Duties:

- Responsible for the upkeep and maintenance of all player equipment.
- Maintain accurate, up-to-date inventories and records of equipment.
- Maintain accurate, up-to-date inventories of all uniforms each season.
- Coordinates with the Vice President of Baseball Operations and Division Directors to distribute and receive all equipment bags to parks in the spring and at the end of the season.
- Maintains an inventory of all equipment in each bag to ensure that all equipment is returned and that equipment which has exceeded its life expectancy is replaced.
- Inspects all equipment, removing damaged, worn, or unsafe equipment, and replaces with new equipment.
- Provides recommendations to the Board to approve ordering new equipment as required from season to season.
- Maintains inventory of reserve equipment.

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Being a Team Manager or Coach

Being a manager or coach requires time, patience, and basic knowledge of the game. You may be required to attend meetings, instructional sessions, or seminars. You will communicate with the parents/guardians of your players to inform them of any schedule changes, rainouts, and Little League events and activities.

The manager is the head coach and is ultimately responsible for the team. The manager schedules and plans the practices, organizes team volunteers (coaches, parent helpers, scorekeeper, etc.), coaches the team, and is the primary contact between the league and the team.

A coach helps the manager coach the team and performs any other duties assigned by the manager. A manager can recruit as many coaches as needed.

All Parent Helpers must have a Police Check completed prior to volunteering as a Parent Helper.

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Being a Parent Helper

A parent helper is someone who wants to help with the team any way he/she can. They help during practices, games or any other time as required. All Parent Helpers must have a Police Check completed prior to volunteering as a Parent Helper.

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Being part of a Field Maintenance Crew

The league runs house league and All-Star tournaments throughout a season. As a part of running tournaments, we need volunteers to help line fields, rake dirt, as part of the general preparation of a diamond prior to the start of the game. If you are interested in helping all summer, please register as a Park Volunteer on the Volunteer Registration and note what you'd like to help with.

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Being an Umpire

Aside from calling ball or strike, safe or out, umpires are responsible for teaching players good sportsmanship and the rules of the game. Umpires are also called upon to interpret rules and help settle minor disputes that may occur during games.

OLL provides an excellent training program through annual clinics offered at no cost to participants. Minimum age for umpires is 13 years old, and adults are always welcome and needed for the older leagues. A nominal fee is paid

to umpires to officiate our house league games. For more information visit the league's website for umpires at ollumpire.com.

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Being a Concession Volunteer

A concession volunteer helps manage the concession stand by filling orders, making popcorn and hot dogs, etc. A typical shift would be 2 hours. We would need to know how many shifts you are interested in working so you can be scheduled by the concession director. If you are interested in helping all summer, please register as a Park Volunteer on the Volunteer Registration and note what you'd like to help with.

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