



Program Head: Elite & Select Travel Teams

Age Group: One for each of the following age groups/programs: U12, U14, U16, U19

Season: Year Round with varying levels of time during different seasons

Key Intangibles: Takes initiative. Holistic approach. Leader. Positive, Welcoming Approach with Families. Organized.

General Understandings & Responsibilities:

- Ability to learn LeagueApps registration system and understand seasonal registrations and communication through the system. Partner with Business Manager as needed to support questions from
- Use Google Drive and related tools.
- Ability to work independently following checklists, completing work in set timelines and taking initiative to see where work needs to be completed.

Planning

- Partner with Operations Director to set team schedules for tournaments, practices, local games and playdays.
- Understand the program offerings so you can communicate season details and answer questions.
- Collaborate on communication specifics with the Director. Send communication from the system and be prepared to manage your inbox so that you can answer questions within 24-48 hours.
- Attend pre-season planning meetings to set focuses for the season. Set practice plans and strategic standards based on Ambush standards. Mentor coaches to ensure coaching focuses and teaching points are understood.
- Identify coaching staff for teams (indoor and outdoor). Coordinate these selections with the Director. Plan Coaching Coverage for the season.
- Manage player/parent communication for your age group. Collaborate with coaches on your staff to ensure weekly emails.
 - Work with coaches to keep team website pages/calendars up to date.
 - Utilize TeamApp for regular team communication. Use GroupMe for tournament/travel
- Coordinate with coaches to identify team manager to coordinate travel needs. Partner with team manager to help decide needs. Create Trip Itinerary and communicate with players.

Implementation

- Coordinate practice plans. Lead academy style skills sessions.
- Ensure that all practices, games and tournaments are covered by coaches. Work with coaches to help find coverage as needed.
- Coach one team in your age group per season. Can coach other teams if you choose.

Maintenance

- Maintain Injury Reports
- Upload relevant content to social media site.
- Regularly attend practices for teams in your age group. Help group teach, plan practices and support coaches as needed. Get to know each athlete in our program.
- Handle parent concerns when possible. If concerns need to be escalated, bring to the attention of Director.
- Midway through the season and at the conclusion of the season - facilitate Ambush player evaluations.
- Serve on College Recruiting Committee