

Carlsbad Softball Association Assistant Player Agent

Description of Position:

The Assistant Player Agent helps the Player Agent with all areas of league business including registration, player evaluations, draft/team selection, advanced placement and other player issues.

Reporting Relationships:

The Assistant Player Agent reports directly to the Player Agent and works with the Uniform Manager. He/she may also interact with all other Board members as directed by the Player Agent

Time requirements:

- Attend quarterly Board meetings.
- Approximately 2 hours per week as directed by the Player Agent.

Season Schedule:

December: Assist with player evaluations and draft.

January: Assist with uniform distribution

February: Assist with Opening Day.

March-August: Misc duties as necessary.

Individual Tasks:

- Attend meetings
- Assisting with uniform distribution
- Data entry
- Registration
- Sending emails and/or mailers
- Other miscellaneous tasks.

Related Documents:

Player Agent Job description

7/12/2006