

## **Job Title:** NFL Flag Football League - Game Day Assistant

Are you passionate about football and looking for a leadership role in a dynamic and fun environment? Join our team as an NFL Flag Football League Coordinator! No prior experience is necessary – we will provide all the training you need to succeed.

### **Position Summary**

The Game Day Assistant is responsible for assisting with the smooth and enjoyable execution of all flag football games on game days. This role requires a dynamic individual with a strong emphasis on player safety, fair play, and maintaining the existing positive and inclusive environment for all participants. This position requires the ability to effectively and consistently uphold league rules and regulations, while fostering a positive and respectful environment for all participants, including coaches and spectators. The ideal candidate will be able to work independently and perform their duties with minimal supervision, demonstrating the ability to problem-solve and make sound judgments on their own.

### **Key Responsibilities:**

- **Referee Development & Management:**
  - Assist in the recruitment, training, and scheduling of game officials.
  - Conduct regular referee meetings to review rules, discuss best practices, and address any concerns.
  - Observe referee performance during games and provide constructive feedback.
- **Game Day Operations:**
  - Monitor all games on the field, ensuring fair play, safety protocols are followed, and the existing positive environment is maintained.
  - Interpret and apply league rules consistently and fairly, addressing any questions or disputes that arise.
  - **Proactively identify and address potential conflicts or issues before they escalate.**
  - **Anticipate potential problems and take steps to prevent them from occurring.**
- **Conflict Resolution:**

- Act as the first point of contact for any complaints or concerns from players, coaches, or parents.
- Effectively address and resolve minor conflicts on-site.
- Escalate serious issues to the appropriate supervisor in a timely and professional manner.
- **Communication & Reporting:**
  - Maintain clear and open communication with coaches, referees, and other game day personnel.
  - Prepare game day reports, including incident reports and observations.
- **Other Duties as Assigned:**
  - Assist with other league-related tasks as needed, such as equipment maintenance, field preparation, and special events.

#### **Qualifications:**

- **Skills:**
  - **Strong interpersonal and communication skills:** Ability to interact effectively with people of all ages and backgrounds.
  - **Independence:** Ability to work independently and perform duties with minimal supervision, demonstrating the ability to problem-solve and make sound judgments on their own.
  - **Reliable and Punctual:** Must be available Saturdays from 8:30 am to 2:00 pm during the season
  - **Excellent organizational and time-management skills:** Ability to prioritize tasks and manage multiple responsibilities simultaneously.
  - **Knowledge of flag football rules and regulations:** Ability to interpret and apply rules consistently and fairly. (We will provide training on flag football rules and regulations)
  - **Strong decision-making and problem-solving skills:** Ability to think critically and resolve issues effectively, demonstrating the ability to work independently and make sound judgments on their own.

- **Assertiveness and discipline:** Ability to enforce rules and address inappropriate behavior when necessary, especially with adult coaches and spectators.
- **Maturity and professionalism:** Ability to handle challenging situations with poise and composure.
- **Resilience:** Not easily intimidated by challenging situations or confrontations.

**To Apply:**

Please submit your resume and a cover letter to [Info@SeriouslyFunSports.ca](mailto:Info@SeriouslyFunSports.ca)