**Solon Community Recreation  
Job Title: Recreation Youth Sports Director  
Location: Solon, Maine  
Type: Part-Time / Stipend-Based / Volunteer (dependent on funding)**

**Mission of Solon Community Recreation:**

*To provide equitable access to safe, inclusive, and enriching recreational opportunities for youth in Solon and the surrounding rural communities, regardless of income or ability. We believe in the power of play to build confidence, teach teamwork, foster healthy lifestyles, and cultivate lifelong community pride.*

**Position Overview:**

The Recreation Director serves as the central coordinator of all youth sports and recreational programming within the Solon Community Recreation program. This role ensures consistent, well-organized, and engaging seasonal sports programs through effective communication, planning, and community collaboration. The Director works closely with the Rec Board, volunteers, school staff, and local families to support a growing and sustainable program that reflects the needs and values of the community.

**Key Responsibilities:**

**Program Administration:**

* Develop, update, and distribute **seasonal sports registration forms** (both paper and digital).
* Share registration opportunities through multiple communication channels, including **email, the Band App, social media, school flyers**, and community bulletin boards.
* Maintain accurate registration records and ensure all necessary waivers and emergency contact information are collected.
* Meet monthly with Rec. committee board members.

**Coach & Volunteer Management:**

* **Recruit and support volunteer coaches** with assistance from the Solon Rec Board.
* Provide coaches with schedules, rosters, basic coaching resources, and expectations.
* Ensure background checks are completed where necessary (per town or school policy).

**Scheduling & Event Planning:**

* Coordinate **practice and game schedules**, including field and gym use in collaboration with school and town staff.
* Communicate with area leagues to register teams for seasonal programming.
* Schedule **referees and umpires**, confirming availability and payment (if applicable).
* Assist with logistics for **end-of-season events**, round robins, and award nights.

**Equipment & Facilities Oversight:**

* Maintain an **up-to-date inventory of sports equipment**, uniforms, and first aid supplies.
* Identify seasonal equipment needs and work with the Rec Board to plan for purchases or donations.
* Ensure all equipment is **stored, distributed, and maintained properly**.

**Communication & Community Engagement:**

* Serve as the point of contact for parents, coaches, and community members.
* Manage or contribute to **Solon Community Recreation’s Facebook page** and other outreach efforts.
* Respond promptly to questions, concerns, and scheduling changes.
* Assist coaches and parents with conflict resolution if any arise.

**Preferred Skills & Qualifications:**

* Strong organizational, communication, and interpersonal skills.
* Computer skills including but not limited too social media, and excel
* Familiarity with youth sports and recreational programming.
* Ability to work independently while fostering collaboration with volunteers and community partners.
* Basic computer skills and experience with email, social media, and digital forms (Google Forms, Jotform, etc.).
* Passion for youth development and a commitment to inclusive access to recreation.

**Time Commitment & Compensation:**

This is a flexible, seasonal role that varies depending on the number of active programs. Some evening and weekend availability is required.