



**Position:** Director of Slowpitch National Teams

**Director of Slowpitch National Teams Director:** *New Role*

**Brief Description of Duties:**

Provides oversight for all Slowpitch National Teams operations including, but not limited to, personnel (hiring, evaluations) and programme operations, team logistics (scheduling, programme needs). Oversees, coordinates and evaluates all coaches and players. The Director attends scheduled games on a routine basis, and other programme activities on an as-needed basis, (e.g., practices or special events). The Director also coordinates overall team operations, while reporting directly to the Board of Softball Ireland.

**Reports To:** Softball Ireland Board

**Takes Direction From:** Softball Ireland Board

**Gives Direction To:** Co-ed Slowpitch National Team Head Coach  
Men's Slowpitch National Team Head Coach

**Works With:** All Softball Ireland Board members, High Performance Commission members and various coordinators of service, volunteers, and interns as required.

**Appointment Term:** 2 Year Contract (renewable)

**Tasks (listed by priority):**

- Develop an annual budget and corresponding plan detailing the goals and objectives of the Slowpitch National Teams.
- Develop a Slowpitch Coach Development programme for Elite Team Coaches.
- Coordinates the recruitment, training and supervision of Slowpitch National Teams operations, including managers and coaches.
- Together with High Performance Commission create a Coach job specification and minimum experience requirements.
- Following a recruitment process, recommend Head Coaches for appointment to National team programmes to Softball Ireland Board.
- Oversee programme operations.
- Oversee fundraising campaigns for Slowpitch National Teams.
- Develop a long term adult Slowpitch National Team high performance programme to ensure continuity and long term development of international standard players.
- Organize, schedule, and delegate all equipment, supplies and field maintenance relating to the Slowpitch National Teams, clinics, and host tournaments.
- Agree annual tournament expectations with Softball Ireland Board and co-ordinate with Coaches and players to ensure achievement of expectations.
- Direct and evaluate performance of all Slowpitch National Teams programme activities, including coaching and player conduct.
- Act as Slowpitch National Teams representative in various tournament related activities and for Softball Ireland as needed. The Director is responsible for the selection in consultation with Softball Ireland Board of an alternative representative in their absence.
- Develop annual KPI's and objectives with the Softball Ireland Board.



- Prepare and submit quarterly reports, inclusive of financial updates, to the Softball Ireland Board.
- Complete full debrief with the Softball Ireland Board within 3 months of the completion of tournaments annually
- Submit Slowpitch National Team Programme accounts to the Softball Ireland Board with final report by no later than October 14 annually.
- Liaise with Softball Ireland on all media and social media to ensure the promotion of the positive profile of the Slowpitch National Team programmes in accordance with a communications policy which may be shared from time to time.

**Requisite Skills:**

- Will have previous experience in softball coaching, administration and participation or at a minimum, experience in a similar position with other sports.
- Team management skills.
- Personnel recruitment, hiring and training experience.
- Experience in budget management.
- Be able to work with coaching staff and managers.
- Able to troubleshoot financial, administrative and team-based operations.
- Good interpersonal and communication skills.
- Understand all Softball Ireland hierarchy policies and procedures.

**Desired:**

- Be familiar with all Irish, Softball Europe, World Baseball and Softball Federation, and Olympic related tournament regulations, protocols, passport regulations and their requirements related to the Irish Slowpitch National Team programmes.
- Have a methodical and detail-oriented approach to work.
- Able to manage effectively.
- Work well under pressure.

**Notes about this Position:**

The voluntary Director position is key to supporting the success of Ireland's Slowpitch National Team programmes. This person must be familiar with and capable of overseeing, if not performing, all administrative activities. The Director is critical to both the team selection-based and field-based performance operations. The Director must know operations and personnel pertinent to Softball Ireland coaching and player base. They must direct the overall Slowpitch National Team selection and training system, and develop and evaluate managers, coaches, and players.

Please submit curriculum vitae and cover letter to: Conor Sayles ([secretary@softball.ie](mailto:secretary@softball.ie))