



# RIVER FALLS WRESTLING

River Falls Wrestling Boosters, Inc. | River Falls Toss & Turn

<b>Job Title:</b>	Youth Director (v. 20111204)	<b>Job Category:</b>	Board Member
<b>Level/Salary Range:</b>	Volunteer	<b>Position Type:</b>	Annual position 06/01 - 05/31
<b>HR Contact:</b>	Justin Bystrom, President	<b>Date posted:</b>	06/01/2011
<b>Will Train Applicant(s):</b>	Justin Bystrom, President	<b>Posting Expires:</b>	12/31/2011

**Applications Accepted By:**

*(Note: all applications subject to approval, nomination and election vote by River Falls Wrestling Boosters, Inc.)*

**Phone / E-mail:**

(612) 202-5764 or [jbystrom@riverfallswrestling.org](mailto:jbystrom@riverfallswrestling.org)  
 Subject Line: River Falls Wrestling Board Position  
 RE: Youth Director

**Mail:**

Justin Bystrom  
 River Falls Wrestling Boosters, Inc.  
 P.O. Box 432  
 River Falls, Wisconsin 54022

**Job description**

**Mission statement:**

The River Falls Wrestling Booster Club is a non-profit organization dedicated to fostering, promoting and encouraging the sport of wrestling among parents, youth, alumni and the River Falls area community; to supervise, sponsor and financially assist a disciplined and competitive wrestling program - it is our greatest intention to build character, physical health and well-being, sportsmanship, self-confidence, self-esteem, and positive attitudes about dedication, persistence, community service, and hard work among the younger generation - through wrestling.

**Corporate bylaws:** Amended April 20, 2011 - Complete Bylaws, purposes and corporate description is available at [www.RiverFallsWrestling.org](http://www.RiverFallsWrestling.org).

Elections shall be held at the end of the season; the new officers will assume their leadership after the banquet at the end of the season. Anyone wishing to apply for a position should submit their request for consideration - in writing to the president for review by the board. Each office shall be represented for one year, year to year June 1 through May 31. The term may be renewable at the discretion and the willingness of an officer to serve multiple terms, or if the board feels that the position is not being represented according to the duties of the position. The secretary will take and maintain a file of accurate minutes of the board meetings, notify board members of meetings, prepare the mailing list and handle all correspondence for the club. This includes sending the newsletter. This is a voting position.

**Job purpose:**

The task of this position will be to bring youth concerns to the board, recruit parents of youth to work at the youth tournaments and promote youth participation as fans at all levels of wrestling. There is a clear delineation between director (s) and on-the-mat coaches. Director's responsibilities are clear, as is the role of the on-the-mat coaches. The coaches have a USA Wrestling syllabus to follow. The youth director is a communicator and not a coach. The coach teaches technique per the USA Wrestling Syllabus; whereas, the youth director's primary duty is to communicate and educate parents about all relevant aspects of youth wrestling. Youth directors will work in conjunction with the youth coach, the main objective will be to creatively promote youth wrestling in the River falls community. Duties also include scheduling practices and ordering youth t-shirts. Technique, practice schedules, and proposed expenses are to be presented to the board by the first meeting of the wrestling season. (Typically in early October) This is one voting position. Adhere to the club's mission statement, the corporate bylaws and the established best practices provisions.

**Duties:**

- Provide (hard copy or PDF electronic version) current season youth registration sheets to City of River Falls - Park & Recreation department in December.
- Collect all registration information from all applicants. Forward to secretary in order to maintain accurate database. All monies collected need to be accounted and forwarded to treasurer within 1 week of receipt.
- Coordinate schedule with secretary and youth coaches for a photographer (photos must be at least two weeks prior to end of practices; to allow for return and pickup - before last practice).



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- The corporate secretary will submit the super youth tournament fliers (after approval) to guillotine and Wisconsin wrestling online advertising. Any change requests must go through the corporate secretary.
- Secretary and tournament director will source copies of the youth tournament fliers in January for the youth director to distribute among youth parents. Your goal is to encourage participation from our group but also to disseminate fliers to all area youth tournaments.
- Submit any invoices or payable requests to the treasurer for approval and reimbursement.
- Be available to physically assist at all hosted tournaments with particular emphasis to the Northern Badger Wrestling Classic, club-hosted super youth tournament as well as the WWF youth regional tournament. Assistance with other events such as youth clinic and youth practices – are mandatory.
- Establish a six week season schedule not before the Martin Luther King Day in January.
- Secure the River Falls Armory for the youth wrestling season (must coordinate with school and RF park & rec.).
- Participate and contribute to the following Committees:
  - Executive Steering Committee - President, Youth Director, and HS Coaches
  - Outreach & Volunteer Committee - President, Youth Director and Outreach Director
  - Oversight Committee - President, Youth Director and HS Activities Director
- Coordinate youth clinic in late October: local media advertising, yard signage, copies of all paper materials, food & beverages, clinician, facility, cash box from treasurer, etc.
- Practice days: unlock the facility, roll out the mats, clean the area, clean the mats prior to practice, roll up mats, and lock up the facility after every use.
- Ensure that every “coach” or parent on the mat has a USA Wrestling coach’s membership card at the minimum and copper certified coach ideally.

**Skills/qualifications:**

- Must be currently a USA Wrestling Copper Certified member. River Falls Wrestling is a "USA Wrestling Sanctioned Club". Per this contractual agreement, every coach on the mat at any practice (at every level) must have a USA coach’s card. No exceptions. This is true even if it's only a one-time event. Note: having a USA Wrestling Coach's Membership Card is different than being a (Copper) certified coach.
- Recording & reporting skills, some administrative writing skills, Microsoft office skills, managing processes, organization, analyzing information, professionalism, problem solving, supply management, and verbal communication.
- The candidate may employ the use of family members (i.e. spouse) for particular tasks; however, the position carries only one vote in all board meetings or proceedings.
- Familiarity, knowledge and access to email and internet. An email address \_\_\_\_\_@riverfallswrestling.org will be set up for your business / club use. This address can be automatically forwarded to a personal account; however, we expect that the wrestling email address be used as a primary address for all booster club functions and correspondence when possible.

Application Reviewed By:		Date:	
Application Approved By:		Date:	
Form, content or description Last Updated By:		Date/Time:	



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## APPLICATION FOR POSITION

### GENERAL INFORMATION

Name (Last)	(First)	(Middle Initial)	Home Telephone ( ) -
Address (Mailing Address)	(City)	(State)	(Zip) Cellular Telephone ( ) -
E-Mail Address	Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No		

### POSITION

Position Desired
Are you able to perform the essential functions of the position you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No

### PERTINENT SKILLS (List all pertinent skills to this position)

(Maximum 1000 characters)
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I certify the information contained in this application is true, correct, and complete. I have read, understand and agree to the essential job purposes and the duties related to this position. I understand that any changes in the corporate bylaws may directly affect the job purposes and various duties related to this position. I understand that this applications is subject to approval, nomination and election vote by River Falls Wrestling Boosters, Inc.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Interviewer's Comments:


River Falls Wrestling Boosters, Inc. is an equal opportunity organization.