**Job Title**: Football Team Mom – Triad Elite Ducks (American Youth Football)

**Job Summary**:
The Team Mom for the Triad Elite Ducks serves as a vital organizer, communicator, and supporter for the team. Acting as a bridge between coaches, parents, and players, the Team Mom helps ensure the season runs smoothly, fosters team spirit, and creates a positive environment for all families. This volunteer role requires exceptional organizational skills, a proactive attitude, and a passion for youth sports and community involvement.

**Key Responsibilities**:

1. **Communication and Coordination**:
	* Serve as the main point of contact for Triad Elite Ducks’ families regarding schedules, updates, and team needs.
	* Distribute practice schedules, game times, travel details, and other important information.
	* Assist the coaching staff in communicating updates or changes promptly and effectively.
2. **Team and Parent Support**:
	* Organize snack and hydration schedules for practices and games.
	* Coordinate team bonding activities such as dinners, pep rallies, and the end-of-season party.
	* Help new families integrate into the team by providing guidance and answering questions.
3. **Administrative Duties**:
	* Collect and manage team paperwork, including registration forms, medical releases, and waivers.
	* Ensure all players are equipped with uniforms and accessories that meet the Ducks' and league standards.
	* Track attendance and assist in handling player absences when necessary.
4. **Game Day Management**:
	* Set up sideline essentials, including water, first-aid supplies, and equipment.
	* Ensure players are game-ready with complete uniforms and proper equipment.
	* Maintain team morale and provide on-site support to coaches, players, and parents.
5. **Fundraising and Event Planning**:
	* Lead or assist in organizing fundraisers to support team expenses such as travel, uniforms, and events.
	* Plan and coordinate special events, including award ceremonies and community outreach activities.
	* Work with the league and sponsors to promote the Triad Elite Ducks’ brand and values.
6. **Parent Liaison and Advocacy**:
	* Act as a resource for parents, addressing questions or concerns and escalating issues to the coaching staff or league if needed.
	* Promote a culture of teamwork, respect, and sportsmanship among players and families.
	* Encourage parent involvement and support for team activities.

**Qualifications**:

* Excellent communication and organizational skills.
* Ability to multitask and manage responsibilities efficiently.
* Positive and enthusiastic attitude with a passion for youth development.
* Availability to attend practices, games, and team events, including weekends.
* Familiarity with football or youth sports operations (preferred but not required).

**Work Environment**:
This is a volunteer role that requires active involvement at practices, games, and team events, often outdoors and on evenings or weekends. A collaborative and flexible approach is essential to support the team’s dynamic needs.

**How to Apply**:
If you’re interested in becoming the Team Mom for the Triad Elite Ducks, please contact [coach’s name] at [contact email or phone number]. Applications or expressions of interest will be reviewed on an ongoing basis until the role is filled.