

# City of Ukiah

## Community Services Department

### Sports Advisory Board Job Description



#### Volunteer Board Member Position Description

The City of Ukiah is seeking community members to serve on a newly established Sports Advisory Board. This volunteer board will provide guidance, feedback, and community perspective to help strengthen and grow City recreation sports programming.

#### Position Type

Temporary - Volunteer (unpaid)  
1 year board term. Board members who remain in good standing will be given opportunity to extend membership for 1 year.

#### Number of Positions

A total of 6 to 8 individuals will be selected to serve on the board.

#### Purpose of the Board

The Sports Advisory Board serves in an advisory capacity to City of Ukiah Recreation staff by providing input, recommendations, and community insight related to adult and youth sports programming.

#### Program Areas of Focus

Board members will advise on City sports programs including:

- Adult Basketball
- Adult Softball
- Adult Volleyball
- Youth Basketball
- Youth Softball

#### Key Responsibilities

Board members will be asked to:

- Provide input and recommendations regarding program rules and policies
- Offer feedback on disciplinary matters when requested
- Review and provide input on league schedules and program operations
- Assist in the recruitment and cultivation of volunteer coaches
- Support efforts to secure community sponsors and partnerships
- Help promote and support fundraising initiatives
- Provide ideas and guidance for the development of new sports programs

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## Meeting Requirements

Attend quarterly in-person meetings

Participate in optional additional meetings as needed throughout the year

## Desired Qualifications

Ideal candidates should:

- Have an interest in community recreation and youth development
- Be familiar with local sports programs or have relevant experience
- Demonstrate strong communication and collaboration skills
- Be willing to serve as positive representatives of the community

Note: Board may be dissolved at discretion of City of Ukiah if no longer deemed necessary.

## Please direct all inquiries or applications to:

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