



Track & Field Commissioner

POSITION SUMMARY:

The Track & Field Commissioner is responsible for planning, organizing, and directing the ACEL Track & Field State Qualifying Meet and the ACEL Track & Field State Championship. The Track & Field Commissioner works closely with the Executive Director, the Board of Directors, and the State Championship Manager.

QUALIFICATIONS:

- Must embrace the mission of the ACEL.
- Strong interpersonal and leadership skills.
- Have knowledge and experience running high school level track & field meets.
- Have knowledge and experience with Direct Athletics and MeetPro software.
- Possess the skills to work with and motivate coaches and other volunteers.
- Have the desire to build external relationships.
- Be a “self-starter” and goal driven to improve and to develop ACEL Track & Field.
- Be organized and exhibit “follow through” on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense, and good listening ability.

ACTUAL JOB RESPONSIBILITIES:

1. Planning, organizing and directing the ACEL State Qualifying Meet and State Championship Meet.
2. Planning, organizing and directing ACEL Cross Country State Meet.
3. Recording of meet results and maintaining ACEL Track & Field and Cross-Country Record list.
4. Communicating and coordinating with meet host the particular ACEL needs/ requirements
5. Act as meet director.
6. Work closely with the ACEL’s Executive Director, Board of Directors, and State Championship Manager.
7. Develop short- and long-range plans for the development of ACEL Track & Field and Cross Country.
8. Mentoring / advising ACEL members on running their own meets.
9. Staff Board Development Committee meetings.
10. Demonstrate professional conduct at all times.
11. Perform other related duties as requested.

COMPENSATION:

\$1200 per academic year.

TO APPLY: Email your resume along with an explanation of why you want to serve the ACEL as Track & Field Commissioner to admin@theacel.com no later than September 13, 2021.