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# Example of Team Director Job Description

Our company is growing rapidly and is looking to fill the role of team director. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for team director

* Serve as head coach for Level 7-10 girls
* Attend all Level 7-10 girls meets and as many other team meets as possible
* Communicate with team parents on progress of athletes on a consistent basis and when questions/concerns arise
* Work with team coordinator to ensure that uniforms are ordered, meet rosters are submitted and that the team website is kept up to date
* Assist Gymnastics Director with selling/execution of CP Winter Challenge (gym meet)
* Supervise team in the completion of quarterly audit schedules
* Maintains financial and work management systems with a high degree of data integrity to ensure sound management decisions can be made through standardized reliable reporting
* Manages the financial reporting process, coordinating budget development, month end close, financial analysis and benchmarking, and communication of process to client and management team
* Oversees all aspects of accounts payable maintaining the general ledger, funding requests, and balance sheet reconciliations
* Serves as a financial liaison between our management organization and the client

## Qualifications for team director

* Excellent skills in communication, leadership, and organization
* Superior management of production, team and relationships
* Excellent leadership skills, including presentation, communication and team building
* Strong desktop editing experience
* Demonstrate strong comprehension of Marketing Strategy and effectively implement that strategy into campaign creative
* Exceptional storytelling and production skills