

League Commissioner

Three Rivers Conference



Duties & Responsibilities

- Keep an accurate record of all conference funds and provide financial statements to the Athletic Directors and Administration at each meeting.
- Receive and preserve all conference bills and disbursements.
- Sign all conference checks.
- Prepare agendas, serve as Parliamentarian, record proceedings, and provide minutes for all meetings.
- Maintain conference bylaws and records, updating them as necessary by board action.
- Establish master schedules for all TRC sports.
- Communicate with the TRC SID and Athletic Directors to maintain and up-to-date conference website.
- Purchase and distribute all TRC awards.
- Distribute conference admission passes to member schools.
- Any other duties assigned or requested by member schools.

Qualities of an Ideal Candidate

- Must have served as an Athletic Director, Administrator, Head Coach, or any combination.
- Strong organizational skills.
- Strong written and verbal communication skills.
- Forward-thinking in seeking ways to promote and advance the TRC.
- Able to use Google Drive along with Excel, Word, and their Google equivalents.
- Availability to attend daytime conference meetings (at least once per month).
- Availability to attend evening banquets (three times per year).

Contract & Compensation

- One-year provisional contract with a potential for a multi-year contract after review/evaluation.
- Compensation will be offered that is competitive with area conferences and commensurate with experience.

Application materials should be emailed to the TRC President, Mrs. Bridgit Kerber, at kerberb@covingtonk12.org, by October 1, 2025.