Position: Sports and Leagues Coordinator
Salary: $12-$15 per hour based on qualifications and experience
Hours per week: 25
Schedule: Monday-Friday 3pm-8pm (Rotating 1 day off per week); Saturday 8-12pm

Sports and Leagues Coordinator reports to and is in partnership with the Operations Director of Pearce Community Center. This position is responsible for the developing, planning, organizing and promotion execution of sports related leagues and tournaments which includes, but is not limited to: volleyball league, basketball league and soccer league.

In addition to the above duties, the Sports and Leagues Coordinator is responsible for the following:

- Develop Sports Leagues and Programs to better serve the Chillicothe Community and our members.
- Oversee all sports specific training, sports related leagues, tournaments and activities.
- Be present at leagues practices and games.
- Host a coach’s clinic at the beginning of every league.
- Host an all players practice prior to the start of every league.
- Establish good communication with volunteer coaches and participants.
- Inventory, manage and purchase all leagues equipment
- Develop, build and maintain relationships with local high school coaches to build our program and enhance theirs.
- Develop, update and maintain coach’s manual for each league.
- Work with the marketing manager to promote registration and information on social media and other appropriate media outlets.
- Manage rosters and schedules.
- Deliver high customer service including timely responses to emails, voicemails and other messages.
- Distribute, with the coaches, the medals and awards at the last game.
- Working with the marketing manager, take pictures of each game and send to him/her to get the picture posted in a timely manner.
- Manage after season surveys and make improvements as necessary.
- Set up with the assistance of the BA’s and tear down field/gyms: nets, balls, goalies, etc.
- Be in attendance for each game on game days, be in attendance at practice days, communicating with parents, coaches, and athletes and patched refs.
- Hire and evaluate our patched refs.
- Provide superior service for our refs – timely payments (working with Administrative Director), water, etc.
- Develop, maintain and execute adult leagues and tournaments like volleyball, basketball, 3v3, dodgeball, etc.
- Build relationship and develop being a host site for other sports related events.
- Maintain fitness areas throughout the building. Including multiple daily walk-throughs to ensure cleanliness and organization of all fitness areas, while checking functionality of all machines and equipment.
- Engagement with all members specifically in the fitness areas to provide top notch customer service, which includes fielding questions and engaging in personal conversation to enhance their experience.
- Community outreach – for example Downtown Thursday’s, Chillicothe Chamber of Commerce meetings, school events, etc.
- Attend all staff meetings.

Qualifications

- BA in sports management degree or other related degree
- Demonstrate strong organizational, managerial, and communication skills
- CPR Certified
- Encouraged but not required:
  - Knowledge in fitness training and program management

Submit resume, cover letter, and 3 professional references to director@pearcecc.com. Deadline to apply is August 31, 2017.