



UNITED SPORTS

Job Description

Job Title	Director of Tournaments; Director of Field Hockey
Department	Tournaments
Location	Downingtown, PA
Reports to	General Manager

Level	Type of position:	Travel	Amount Required:
	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary		<input type="checkbox"/> None <input checked="" type="checkbox"/> Minimal <input type="checkbox"/> 25%-50% <input type="checkbox"/> 50% or more
Grade	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt		

JOB DESCRIPTION

The Director of Tournaments is responsible for the management of the organization's tournaments. This includes but is not limited to systems, processes, sales and marketing, planning, execution, evaluation, staffing and budgets. The Director of Tournaments coordinates all programs with other departments to ensure smooth business operations.

RESPONSIBILITIES

- The Director of Tournaments reports directly to the Sr. Tournament Director
- Manage the financial resources of the tournament department
- Conduct tournament planning for current and future needs
- Designs the organization's tournament policies and procedures
- Conduct field hockey league and tournament planning for current and future needs
- Plan, market, sell, set up, execute, break down, clean up, evaluate, all tournament programs
- Prepares and Supervises Financial reports
- Build customer relationships for continued sales and retention
- Manage refunds and discounts
- Manage tournament cash flow and forecasting
- Monitor sales and tournament sales forecasts
- Monitor field hockey league and tournament sales forecasts
- Managing daily deposits and revenue reports
- Recruit, manage, supervise, evaluate staff
- Work with vendors to ensure best pricing and quality (i.e. Awards, shirts, vendors, etc.)
- Create schedules that adhere to the needs of various team needs while offering the best competitive environment
- Assist in development of field hockey leagues as required for overall company growth
- Contribute as needed throughout the company based on need or direction from General Manager & Sr. Tournament Director.

REQUIREMENTS

- Requires good communication skills, both verbal and written
- Must be extremely professional in appearance, demeanor and communication
- Must have excellent customer relations skills and leadership capability
- Must be detail oriented with outstanding organizational skills
- Ability to prioritize
- Ability to work under pressure
- Ability to motivate employees
- Must be able to work in a group environment

- Must be able to work irregular shifts to include, nights, weekends, and holidays as needed
- 4 year degree in a related field

Preferred

- Previous management experience preferred
- Proficient in Word, Excel and Power Point
- Three to Five years of management experience preferred

I _____ (Employee's Name), hereby certify that I understand and agree to abide by the terms and conditions of my employment set forth in this agreement.

Employee (Print Name)

Employee's Signature

Date

Manager (Print Name)

Title

Manager's Signature

Date

Approved By

Title

Approved Signature

Date