



## UNITED SPORTS

### Job Description

<b>Job Title</b>	League Director
<b>Department</b>	Leagues
<b>Location</b>	Downingtown, PA
<b>Reports to</b>	Senior League Director

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

#### RESPONSIBILITIES

- The League Director reports directly to the Sr. Director of Leagues
- Leagues, for both adults and youth, include soccer, flag football, lacrosse, basketball, along with a number of social sports.
- Manage the financial resources of the league department
- Conduct league planning for current and future needs
- Assist in development of the organization's policies and procedures
- Plan, market, sell, set up, execute, break down, clean up, evaluate, all league programs
- Build customer relationships for continued sales and retention
- Manage refunds and discounts
- Manage cash flow and forecasting
- 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
- Provide knowledgeable customer service and respond to customers in a timely fashion
- Monitor & update technology (website, operations software, etc.) as needed
- Ability and knowledge to serve as Manager on Duty, including but not limited to risk management, handling of money, staff supervision, open & closing of building, ability to make decisions, etc.
- Complete other assignments as requested

## 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

### *Physical Requirements*

- Pushing/pulling 100+lbs of equipment
- Ability to navigate around the facility for long periods of time
- Ability to climb elevated areas to complete tasks (i.e. – lift for scoreboards, etc.)
- Stand and walk for multiple hours at a time