



UNITED SPORTS

Job Description

Job Title	Youth League Coordinator
Department	Leagues
Location	Downingtown, PA
Reports to	Vice President

Level	Type of position:	Travel	Amount Required:
	<input type="checkbox"/> Full-time <input checked="" 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 type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt		

JOB DESCRIPTION

The Youth League Coordinator, with assistance from Vice President, is responsible for site management of youth leagues. This includes, but is not limited to planning, execution, evaluation, & staffing. This position also helps coordinate all youth leagues with other departments to ensure smooth business operations.

RESPONSIBILITIES

- Set up, execute, break down, clean up, evaluate youth league programs
- Leagues include soccer, flag football, basketball, and other sports.
- Conduct league planning for current and future needs
- Build customer relationships for continued sales and retention
- Help recruit, manage, supervise, evaluate staff
- Assist with schedule creation that adheres 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
- Adjust schedule to changing seasons & sports as needed by United Sports
- Take ownership of game day operations of league(s), including all set-up, checking in of staff, communicating with customer, break down, clean up, etc.

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
- Must be able to work in a group environment
- Must be able to work irregular shifts to include, nights, weekends, and holidays as needed

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