



UNITED SPORTS

Job Description

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

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

RESPONSIBILITIES

- The Youth League Director reports directly to the Vice President
- Leagues include soccer, flag football, basketball, along with several others
- Summer programs, in addition to leagues, will be elite-level camps (creating, selling, organizing, etc.)
- Assist in managing 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 youth league programs
- Build customer relationships for continued sales and retention
- Manage refunds and discounts
- Manage cash flow and forecasting
- 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
- 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