



Volleyball Starts Here!®

A non-profit organization

Job Title: Program Coordinator

Status: Full-Time, Non-Exempt

Reports to: Executive Director

General Description: The United States Youth Volleyball League (USYVL), a non-profit, services over 10,000 children every year in over one hundred communities. The USYVL's mission is to provide every child between the ages of 7 and 18 a chance to learn and play volleyball in a fun, safe and supervised environment. We are seeking a dynamic, proficient, and collaborative person to implement, manage and develop USYVL's youth volleyball programs.

Qualifications: This position requires excellent organization, communication, and critical thinking skills. Prior experience in developing programs, implementing programs, and managing programs.

Essential Duties and Responsibilities include, but are not limited to the following:

- Plan, prepare and deliver exceptional youth volleyball programs to meet USYVL's mission and values.
- Assist with marketing of programs and attract new participants to USYVL.
- Hire, supervise, train, and evaluate Clinicians (Head Volleyball Coach) for each program.
- Coordinate the scheduling of programs and obtain facility permits.
- Communicate and interact with the public, Clinicians and Volunteer Coaches.
- Recruit, supervise, train, and evaluate Volunteer Coaches for each program.
- Maintain accurate records, documentation, and reports.

Knowledge, Skills and/or Abilities

- Excellent writing and verbal skills with an emphasis on customer service.
- Strong working knowledge of Microsoft Office and ability to type 40+ wpm with accuracy.
- Strong multi-tasking, diligence, and meeting deadlines.
- Ability to stay focused and calm in a challenging environment.
- Valid identification and reliable transportation.
- Perform other related duties as assigned.

Education and/or Experience:

- High school degree or related field/equivalent experience.
- Minimum of one year implementing, managing, and developing programs.
- Bachelor's degree preferred.

Compensation

- Commensurate with experience.
- USYVL also offers a comprehensive benefits package to full-time employees.

UNITED STATES YOUTH VOLLEYBALL LEAGUE

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