

Part-Time Program Specialist

Youth Sports Lead

The Program Specialist for the Youth Sports Program is responsible for the day-to-day management and coordination of youth sports activities. Specifically, the management of part-time staff and day-of customer service issues. This role requires a dynamic individual who can provide leadership, ensure high-quality customer service, and foster a positive and inclusive environment for all program participants. The Program Specialist will oversee various sports programs' planning, implementation, and evaluation, working closely with staff, volunteers, and community partners to deliver engaging and safe recreational experiences. This position assists the Recreation Coordinator in executing planned events, programs, or activities.

The ideal candidate for this position will be able to:

- Develop, implement, and evaluate a variety of youth sports programs that meet the needs and interests of the community.
- Coordinate seasonal schedules, including registration, team assignments, and game/practice schedules.
- Ensure programs adhere to established policies, procedures, and safety standards.
- Provide direction and supervision to program staff, coaches, and volunteers.
- Serve as the primary point of contact for recreation assistants, ensuring they are supported and well-informed.
- Conduct regular training sessions to ensure staff and volunteers are well-prepared and knowledgeable about program objectives and safety protocols.
- Foster a positive and inclusive environment that promotes teamwork, respect, and sportsmanship.
- Serve as the primary point of contact for program participants, parents, and guardians, addressing inquiries and resolving issues promptly and professionally.
- Solicit and respond to feedback from participants and their families to continually improve program quality and participant satisfaction.
- Establish and maintain relationships with local schools, sports organizations, and community partners to enhance program offerings and resources.
- Represent the youth sports program at community events, meetings, and outreach activities to promote participation and support.
- Maintain accurate records of program participation, finances, and inventory.
- Prepare and submit reports on program activities, outcomes, and areas for improvement.

Minimum Requirements

- **Experience:** Working knowledge of sports-specific rules and regulations is required;
- **Education:** No minimum education requirement;
- **Certification/License:** CCC/AED certification is required within two (2) months of hire;
- **Other:** Must be a minimum of 16 years of age;

Preferred/Desirable Qualifications:

- Knowledge of basic needs and safety concerns associated with the care of assigned populations.
- Ability to maintain a safe work environment in accordance with program and city or school district policies and procedures for participants, patrons, co-workers, and self.
- Ability to communicate clearly and concisely, both orally and in writing, regarding incidents, decisions, and issues pertaining to activities, events, etc. to assigned supervisor.