

Minnesota Youth Athletic Services

1011 Osborne Road NE; Spring Lake Park, MN 55432

announces an opening for the following position:

Program Coordinator

Full-Time Position

The Minnesota Youth Athletic Services, Inc. (MYAS) was organized in 1991 as a 501(c)(3) nonprofit organization dedicated to improving the delivery of youth sports services to young athletes, coaches and parents. The MYAS is Minnesota's largest multi-sport organization focused solely on youth athletics with more than 150,000 kids participating in our programs annually. The MYAS is a central clearinghouse for youth sports, serving as an information channel linking hundreds of youth associations, coaches and thousands of parents.

NATURE OF WORK

Organize, administer, and supervise youth sports programs and related events on an annual basis. The programs include but are not limited to leagues, tournaments, special events and other athletic competitions. The primary focus of this position would be within the MYAS comprehensive baseball program and assisting with other programs as needed.

ESSENTIAL DUTIES

- Plan, promote and implement youth sporting events
- Recruit teams to participate
- Recruit and train volunteer groups to host events
- Create printed and online publications, manuals, handbooks and articles for leagues, clinics, camps, and tournaments
- Direct, assist and manage event volunteers, coaches, association presidents, and directors
- Develop and administer budget and marketing plans for all assigned programs
- Serve as liaison and on-call contact for paid tournament staff, coordinating and supervising every facet of invitationals, national qualifying events, state tournaments, and national events
- Produce and administer information presentations to prospective communities/associations and/or at league coaches' meetings, scheduling and informational sessions, workshops, and coach/umpire training clinics.
- Oversee and manage the communication and relationship with umpires and officials. Work with umpire assignors in the recruitment and retention of umpires.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

- General sports knowledge, with a high level of familiarity with the sport of baseball
- Scheduling and implementation of tournaments, leagues, and educational services
- Ability to work evenings and weekends as needed
- Ability to effectively coordinate large-scale and small-scale events
- Ability to establish and maintain effective working relationships with others, as well as work independently
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to communicate and respond effectively with the public in both small and large group settings
- Ability to use a computer for correspondence, reports, registration, event scheduling, and as a tool for promotion of MYAS programs/events
- Ability to effectively use social media as a means to communicate and promote programs
- Detailed knowledge of Microsoft Office Suite

DESIRABLE TRAINING AND EXPERIENCE

Bachelor's Degree in Sports Administration or related program, and 1-3 years of experience working in recreation, sports or related field.

SALARY

Starting at \$32,000+/year, plus full benefits (salary commensurate with experience)

HOW TO APPLY

Send cover letter, resume, letters of recommendation, and other documentation to the email address below.

THE CLOSING DATE FOR SUBMITTING RESUMES IS **FRIDAY, OCTOBER 26, 2018.**

Send to:

Pat Reese, MYAS Baseball Director

patrick@myas.org

The MYAS does not discriminate on the basis of race, color, creed, national origin, religion, age, disability, sexual orientation or marital status in employment or the provision of services.