



Volleyball Starts Here!®

A non-profit organization

Job Title: Youth Volleyball 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 100 communities. The USYVL's mission is to provide every child between the ages of 7 and 15 a change 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 leagues.

Qualifications: This position requires excellent organization, communication and problem-solving 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 leagues to meet USYVL's mission and values, serve USYVL members and the community, and attract new participants to the USYVL.
- Supervise, hire, train and evaluate staff in program areas.
- Obtain facility permits and insurance.
- Recruit volunteers.
- Obtain school district and private school flyer approvals.
- Maintain accurate site information and create 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, attention to detail and meet deadlines.
- Valid California driver's license, vehicle, and insurance coverage.
- Ability to lift 25 pounds unassisted, up to 50 pounds assisted.

Education and/or Experience:

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

Compensation

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

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