

KEVA Sports Center - Youth Assistant Director

Job Description: Assist with various youth programs at KEVA Sports Center in Middleton, WI. KEVA is in indoor/outdoor recreational facility for both youth and adult. Duties include but are not limited to Management of Staff, Administration of Programs (classes, camps, birthdays), Sales & Marketing, Coaching, and Facility Assistance.

Assistant Youth Director Responsibilities

- **Coaching – 50% of the job**
 - Coach classes, birthdays, camps, and field trips
 - Assist with new curriculum
 - Train new staff

- **Administrative/Misc.**
 - Day to day calls, emails, and communications with customers
 - Monitor equipment room
 - Communication amongst Managers
 - Facility set up for birthdays, classes, and all youth programs
 - Inventory of Equipment

- **Youth Volleyball Program**
 - Manage Youth Program for ages 2nd grade- HS
 - Classes, Leagues, Tournaments, Private lessons, Camps
 - Manage Coaching Staff (hire, schedule, manage)
 - Provide Curriculum for all programs
 - Market Program
 - Call past participants
 - Emails/ Social Media/ Web Site

Minimum one year experience working with children is required. CPR certification is required. Hours are Tuesday-Saturday except in the summer when they are Monday-Friday. Send resume to info@kevasports.com with reference information.