

Assistant League Manager

KEVA is synonymous with sports, community, and passion and it's thanks to this combination that we are a dynamic company with plenty of opportunities for employee development and growth. If you're looking to stay active or maybe start becoming so while working in an exciting environment, KEVA is a great place to start!

Employees who do well in this role tend to be reliable, optimistic, and enjoy working independently. If you believe this describes you, don't hesitate to send us your resume! Hours: 11-7:30 (with 30 min lunch)

Responsibilities/Duties/Functions/Tasks

- Learn the KEVA program sign-up and scheduling software, DASH
- Sales & Marketing
 - o Website up-keep
 - o Sales calls and Lead discovery
 - o Tracking sales and budgets
 - o Creating and tracking promotions
 - o Creating and hitting monthly and yearly sales goals
 - o Maintaining customer retention
 - o Business to business contacts and sales
- League Administration
 - o Registrations of both teams and individuals
 - o League scheduling
 - o Revenue collection and tracking
 - o Import info in DASH
 - o Membership and roster administration
 - o Equipment up-keep - balls, whistles, pinneys, fields, etc.
 - o Facilitate league play on a daily/nightly basis
- Referee Administration
 - o Hiring
 - o Scheduling

BENEFITS AVAILABLE

- Health
- Dental
- Vision
- Paid time off
- Paid sick leave
- Flex-time
- Free participation in KEVA leagues
- Good work/life balance
- Educational reimbursement and career growth opportunities
- Casual work environment
- Company retreats

Qualifications

- High school diploma or equivalent
- 2+ years experience in customer service
- Front desk, receptionist, or sports and recreation administration experience a plus
- Must be able to lift 30 pounds
- Interest in sports and recreation a plus