

Leagues Director

KEVA Sports Center is a company that provides organized sports for youth and adults. We have proudly been in business for over 20 years and have a long standing reputation for customer service.

To be considered for this position we are searching for an individual who is detail oriented, provides excellent customer service (including communication), and is comfortable with new sales and sales calls.

Leagues Director Job Description

Responsibilities/Duties/Functions/Tasks

Program Administration

- Oversee the year-round operations of adult soccer, basketball, and volleyball leagues, as well as youth soccer and volleyball leagues
- Create all league schedules in a timely and efficient manner while communicating the information appropriately to all departments within the company
- Coordinate and effectively communicate scheduled member play timeframes
- Order and track cost of equipment and supplies
- Book and manage short and long-term facility rentals

Sales & Marketing

- Create and enforce annual budget and seasonal sales goals
- Utilize various methods of communication including email, social media, direct mail, phone and face to face to push departmental growth
- Retention Sales and New Leads - Maintain relevant and productive communication with current and prospective members
- Work with the supportive staff to effectively sell league programs while minimizing mistakes and miscommunication
- Develop and direct departmental promotions and marketing initiatives that successfully achieve sales goals
- Accurately track membership status of customers participating in the league programs and ensure maximum active participation

Personnel Management

- Supervise Assistant League Director, and ensure all tasks are completed
- Ensure all youth sports teams have a sufficient supply of coaches
- Screen, hire and schedule sports officials for all league games
- Payroll for sports officials

Hours: Range depending on departmental needs but are mostly 10-6pm Monday-Friday (a few nights and weekends when new sessions start every 9 weeks)

Requirements:

Must have 2+ years in Sales

Must have 2+ years in program or project management

Include 3 professional references and contact information when applying

Benefits:

- Paid Time Off
- Health Insurance
- Dental Insurance
- Vision Insurance
- 401k
- Free participation in leagues and KEVA programs
- Management retreats
- Educational and professional development opportunities
- Holiday time off

Salary Position- contact for more information

Start Date: April 2020

Contact:

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