

Youth Volleyball Manager

Overview:

KEVA Sports Center, a vibrant indoor/outdoor recreational facility, offers a range of programs for youth and adults, including leagues, classes, camps, and various events. We are seeking an energetic and dedicated Assistant Volleyball Manager to support our youth volleyball programs. This position will report to the Youth Director and will be responsible for the daily administration of youth volleyball programs including, but not limited to, coaching, training and supporting additional volleyball coaches, answering program registration questions, executing assigned marketing tasks, and assisting the Youth Director in ensuring the youth volleyball programs are successful.

This position is best suited for someone who is excited about improving youth volleyball skills and for those looking to develop their program management skills in a supportive and fun environment. The ideal candidate is organized and enjoys using and contributing to prepared guidelines that will produce staff and programs that are consistently high in quality. The ability to meet deadlines and to proactively plan for future needs and obstacles is a must in this role.

This position is focused on strengthening the foundation of the department through clear and timely communication with customers, successful task completion based on seasonal deadlines, and consistent execution of staff training designed to set coaches up for success.

Though this position requires program management skills, KEVA will provide career-building training and support to those who do not have direct experience yet.

Responsibilities:

Programs and Coaching:

- Assist in coaching youth volleyball from 2nd grade to high school in programs like classes, leagues, camps, and private lessons.
- Contribute to the periodic reviews and development of curriculum plans.
- Ensure curriculums are available and appropriately distributed to the coaching staff.
- Communicate with participant parents in person, through email, and over the phone.

Staff Coordination:

- Assist in the hiring and scheduling of volleyball coaches.
- Act as the line of communication for coaches when scheduling issues occur.
- Follow provided training programs with new coaches to ensure consistency in staff knowledge and program administration.
- Check in with coaches on a regular basis to ensure staff feel supported and to answer questions.

Sales & Marketing Assistance:

- Focus on customer retention by distributing provided marketing material by established deadlines.
- Making connections with and following up with current participants to gauge interest in future programs.
- Tracking registrations rates and providing reminders to participants when needed.

Knowledge and Skills:

- 1-3 years of experience in customer service.
- 1-3 years of experience in working with youth programs.
- Required High-school diploma or equivalent
- Preferred: Secondary education related to youth programs, sports management, or social sciences.
- Strong understanding of volleyball fundamentals and some coaching experience.
- Capability to assist in executing provided training programs for staff.

Program Details:

Time Commitment:

- Full-time role with some scheduling flexibility
- Generally Monday-Friday with some Saturdays required during the winter months
- Must be available during coaching hours listed below:
- Monday: 4:30-8:30pm
- Tuesday/Thursday: 4:30-6:00pm
- Wednesday: No programs this day, administrative hours only
- Friday: Varies - based on game schedules

Compensation and Benefits:

- \$36,000 Annual Salary

- Available Insurance/Benefits

- Health/ Dental/ Vision
- 401(k)
- Paid Time Off
- Accident
- Short-term Disability
- Life Insurance
- Parental Leave
- Career Advancement and Education opportunities
- Flexible schedule
- Discounts on merchandise
- Free program participation
- Free KEVA Membership