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| <b>Job Title</b>   | Park City Programs Manager   |
| <b>Status</b>  | <p>Variable from 2 up to 30 hours per week or as needed (hours are minimal during the summer, and highest from December through February when majority of programs are running) plus ability to work <b>rare</b> special events such as the YSA Golf Tournament, JANS Winter Welcome, Olympic Parade, back to school nights, and scholarship nights which may include weekend and nights.</p> <p>Pay \$15.00-\$17.00 per hour DOE</p> <p>Benefits: Any GO&amp;P/ACTiV8 program participation for immediate children FREE. Invitations to special events.</p>   |
| <b>Job Overview</b>  | Responsible to manage the YSA Get Out & Play program in Park City, and assist with management of Park City ACTiV8 programs including logistics, planning and execution.  |
| <b>Job Responsibilities</b>  |  |
| <ul style="list-style-type: none"> <li>Program Management</li> </ul> | <ul style="list-style-type: none"> <li>Work with Programs Director to establish annual programs strategy</li> <li>Coordinate with venues and coaches to finalize program details</li> <li>Set-up programs on registration website</li> <li>Manage registration process and rosters</li> <li>Organize transportation</li> <li>Manage special tasks/events associated with scholarship program</li> <li>Provide ongoing communication to parents, schools, venues, coaches, transportation companies, etc. to keep all apprised of logistics</li> <li>Set-up and maintain armbands (or other forms of student identification)</li> <li>Assist with Park City planning meetings</li> <li>Act as liaison with School Outreach Coordinators</li> <li>Recruit parent volunteers to assist with programs as needed (e.g., bus chaperones, on-site coordinators, etc.)</li> <li>Fill in as volunteer in the event a volunteer is unavailable</li> <li>Coordinate overall operations when programs are running on Thursdays and Fridays</li> <li>Assist with operations when programs are running on Mondays</li> <li>Other duties as assigned</li> </ul> |
| <ul style="list-style-type: none"> <li>YSA Team Support</li> </ul>   | <ul style="list-style-type: none"> <li>Market programs within Park City, including acting as PTO newsletter liaison, posting flyers/posters/etc.</li> <li>Participate in staff meetings</li> <li>Help promote active and healthy lifestyle programs to Park City youth</li> <li>Attend youth workgroups as requested by Programs Director</li> <li>Communicate with non-profits, government agencies, and local businesses for the benefit of the program</li> <li>Provide statistical data for grants</li> <li>Other duties as assigned</li> </ul>  |
| <b>Qualifications</b>  | <p>Experience in organizational roles, project/program planning, and marketing</p> <p>Good Excel, database entry, and writing skills</p> <p>Connections with Park City Schools</p> <p>Demonstrated leadership qualities, including ability to lead and motivate, effective communication skills, strong organizational skills, and excellent verbal skills</p>   |