

Job Title	South Summit Get Out And Play/ACTiV8 Coordinator Part-Time
Status	<p>Variable from 2 up to 10 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 rare 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 per hour</p> <p>Benefits: Any GO&P/ACTiV8 program participation for immediate children FREE.</p>
Job Overview	Responsible for the Youth Sports Alliance GO&P/ACTiV8 program at South Summit Elementary and Middle Schools. Including logistics, planning and execution.
Job Description	
Position Development	<ul style="list-style-type: none"> • Work with Programs Director to establish annual programs strategy • Coordinate with venues and coaches to finalize program details • Set-up programs on registration website • Manage registration process and rosters • Organize transportation • Manage special tasks/events associated with scholarship program • Provide ongoing communication to parents, schools, venues, coaches, transportation companies, etc. to keep all apprised of logistics • Set-up and maintain armbands (or other forms of student identification) • Assist with South Summit planning meetings • Act as liaison with School Outreach Coordinators • Recruit parent volunteers to assist with programs as needed (e.g., bus chaperones, on-site coordinators, etc.) • Fill in as volunteer in the event a volunteer is unavailable • Coordinate overall operations when programs are running • Other duties as assigned
Team Support	<ul style="list-style-type: none"> • Market programs within South Summit, including acting as PTO newsletter liaison, posting flyers/posters/etc. • Participate in staff meetings • Help promote active and healthy lifestyle programs to South Summit youth • Attend youth workgroups as requested by Programs Director • Communicate with non-profits, government agencies, and local businesses for the benefit of the program • Attend South Summit Communities That Care (CTC) youth workgroup with Programs Director.
Qualifications	<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>