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| Job Title | Wasatch Get Out And Play/ACTiV8 Coordinator Part-Time |
| Status | Variable from 2 up to 20 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.  Pay $15.00-$17.00 per hour  Benefits: Any GO&P/ACTiV8 program participation for immediate children FREE. |
| Job Overview | Responsible for the Youth Sports Alliance GO&P/ACTiV8 program at Wasatch Elementary and Middle Schools. Including logistics, planning and execution. |
|  | Job Description |
| Position Development | * 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 Wasatch 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 | * Market programs within Wasatch, including acting as PTO newsletter liaison, posting flyers/posters/etc. * Participate in staff meetings * Help promote active and healthy lifestyle programs to Wasatch youth * Attend youth workgroups as requested by Programs Director * Communicate with non-profits, government agencies, and local businesses for the benefit of the program |
| Qualifications | Experience in organizational roles, project/program planning, and marketing  Good Excel, database entry, and writing skills  Connections with Park City Schools  Demonstrated leadership qualities, including ability to lead and motivate, effective communication skills, strong organizational skills, and excellent verbal skills |