

Job Title	Wasatch Get Out & Play/ACTiV8 Coordinator Part-Time
Status	<p>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 <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 \$18.00-\$20.00 per hour based on experience</p> <p>Benefits: Any GO&amp;P/ACTiV8 program participation for immediate children FREE.</p>
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	<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 Wasatch 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</li> <li>• Other duties as assigned</li> </ul>
Team Support	<ul style="list-style-type: none"> <li>• Market programs within Wasatch, 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 Wasatch 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> </ul>
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>