



<b>Job Title</b>	Park City Programs Manager
<b>Status</b>	<p>Variable from 20 hours/week in the fall and Spring up to 34 hours per week in the Winter or as needed (hours are minimal during the summer, and highest from December through March when majority of programs are running). 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 \$20.00-\$23.00 per hour DOE</p> <p>Benefits: Any GO&amp;P/ACTiV8 program participation for immediate children FREE. Invitations to special events. Flexible work hours on non-program days. School Year round position.</p>
<b>Job Overview</b>	Alongside the YSA Programs Director, management of the YSA Get Out & Play program and 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>Demonstrated leadership qualities, including ability to lead and motivate, effective communication skills, strong organizational skills, and excellent verbal skills</p>