

## **JOB POSTING**



### **Zig Zag Ultimate: Youth and Adult Ultimate Frisbee organization based out of West Michigan**

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## **Summary**

ZZU is seeking applicants to become our new Associate Club Director, who would focus on providing fun, developmental programs for youth players (ages 9-19) as well as supporting the growth of school-based and community-based youth teams across West Michigan. Additionally, the Associate Club Director would run programs for adults through leagues and tournaments.

We believe that someone who has excellent customer service skills, takes their own initiative, and can coordinate multiple projects at one time will be fantastic in this role. It is essentially a hybrid role of: sales person, coach, event manager, and community organizer that is both fast-paced and detail-oriented.

## **Our Mission, Culture, and Benefits**

Zig Zag Ultimate (ZZU) runs Ultimate frisbee programs for thousands of players of all ages across West Michigan. We center our work on four core values: Family, Integrity, Hard Work, and Swag :). Our mission is to serve, strengthen, and grow the ultimate community by creating opportunities for athletes of all ages and backgrounds to interact, develop, and compete.

Our Associate Club Director would primarily work from home, in addition to traveling for in-person meetings, events (practices, games, and tournaments) and teaching the sport in person. Enjoy flexible work hours, medical benefits, and free entry into all ZZU programs!

We enjoy being challenged and want to improve in everything that we do. We understand, accept, and value differences between people of different races, ethnicities, genders, ages, religions, disabilities, and sexual orientations. We have a large emphasis on diversity and it is an unfortunate reality that the ultimate community currently does not reflect that diversity we desire. We are working hard to change this. We have a long way to go, but we are consciously and proactively working to improve ourselves and our community.

## **Job Description**

### **Overview**

The Associate Club Director will be responsible for the strategic direction, planning, and execution of ZZU's youth development programs (defined as: summer camps, youth leagues, Learn to Play Clinics, in school teaching sessions) as well as adult programs (defined as: leagues and tournaments). Responsibilities will consist of program operations, coaching youth teams, promoting the sport in schools and communities, strategic direction, managing adult leagues, administration and communication.

The Associate Club Director will work to maintain and grow our youth development programs and adult programs.

## **Key Responsibilities**

### **Program Operations**

- Comprehensively manage programs, including:
  - Securing venues and required event amenities
  - Creating and maintaining event registration pages
  - Providing customer service and sales assistance for online registrations
  - Recruiting, managing and debriefing event personnel
  - Administering financial aid requests
  - Sending timely communications and information to event participants
  - Sending timely post-program emails and feedback surveys
- Establish and maintain positive relationships with program partners, including: field offices, city parks & recreation departments, vendors, and organizations, sponsors, etc.
- Recruit and maintain sponsors relationships
- Create a sponsor “package” for recruiting
- Create an implementation plan to attain short- and long-term outcomes in a 5-Year Strategic Plan. Engage community leaders in the ongoing processes of developing new initiatives and programs including receiving feedback on existing programs for their improvement and expansion

### **Administration and Communication**

- Create and maintain protocols, procedures, guidelines and how-to documents
- Communicate and coordinate with other ZZU coaches and parents
- Recruit, select and manage a team of coaches, Team Managers, volunteers and parent coaches to assist in executing program operations
- Communicate regularly and effectively with participants, leaders and community members (organizers, coaches, captains, parents, players, volunteers, contractors, partners, vendors, sponsors, facilities, etc.)
- Update relevant public pages with program information, focusing on accessibility
- Manage supplies for all programs and coordinate general supply purchases with other staff members
- Collaborate with coaches and staff to ensure that programs are promoted effectively on ZZU's website, email and social media Coordinate content from ZZU's youth development programs to share on social media
- Coaches Credentialing and Training Create, manage and expand ZZU's existing coach training and credentialing program
- Maintain and manage ZZU's coach database and opportunities list
- Create and manage a new initiative to support the creation of new youth teams in schools across Grand Rapids and Maintain and manage database of teams and track sustainability over time
- Provide resources and tools to support new teams (supplies, personnel, training etc.)

### **Terms and Payment**

- This position's salary will be \$30-37,000 depending on experience
- This position reports directly to the Club Director and requires 40 hours per week
- The employee may need to adjust their schedule to align with ZZU's programs and events
- Pay days are the 1st and 16th of each month