

## **JOB POSTING**



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

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## **Summary**

Zig Zag Ultimate (ZZU) is seeking applicants to become a Youth Coordinator. This position focuses 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.

We believe that someone who has excellent customer service skills, enjoys working with kids, takes their own initiative, and can adjust on the fly, would be a great fit for this position. It's essentially a hybrid role of: sales person, coach, and promoter of the sport.

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

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 Youth Coordinator will primarily work from home during the off seasons, but in season will be at practices, games, and tournaments for multiple youth teams, and promoting the sport in schools.

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 Youth Coordinator will be responsible for recruiting and maintaining a team of coaches, preparing a season schedule, as well as running the youth development programs (defined as: summer camps, youth leagues, Learn-to-Play Clinics, in school teaching sessions). Responsibilities will consist of coaching youth teams, managing and recruiting coaches, and promoting the sport in schools and the community.

### **Key Responsibilities**

#### **Program Operations**

- Establish and maintain positive relationships with coaches
- Assist in implementing the 5 year strategic plan
- Coach multiple youth teams
- Run existing camps and clinics, while creating more as growth allows



## **Administration and Communication**

- Create and maintain protocols, procedures, guidelines and how-to documents
- Communicate and coordinate with 40+ ZZU coaches and parents
- Recruit, select and manage a team of coaches, volunteers and contractors 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
- Collaborate with communications personnel 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.
- Manage and expand ZZU's existing coach training and credentialing program.
- Recruit and maintain new youth teams in schools across Grand Rapids
- Maintain and manage database of all youth teams and track sustainability over time.
- Provide resources and tools to support new teams (supplies, personnel, training etc.)
- Meet regularly throughout the year with Club Director

## **Terms and Payment**

- This position's rate will be \$14-18 per hour depending on experience
- This part time position reports directly to the Club Director and requires 15-25 hours per week \*NOTE, a modified role can be created if needed with 10-15 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