

# JOB POSTING - CLUB ADMINISTRATOR



**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 for our Club Administrator position. This office position focuses on developing, implementing, and maintaining forms and processes for the administration of the programs for youth players (ages 9-19) and the adult program.

We believe that someone who has excellent computer skills, such as google sheets and docs, takes their own initiative, and is creative with developing processes for smooth administration, would be a great fit for this position.

## 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.

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 Club Administrator will primarily be a work from home position responsible for office related work and documentation.

## Key Responsibilities

### Program Operations

- Establish and maintain administrative processes for a smooth running of the club
- Assist in implementing the 5 year strategic plan
- Meet regularly throughout the year with Club Director and with others involved in the running of the club

### Administration and Communication

- Maintain and manage a database of all youth and adult teams and track sustainability over time
- Create and maintain protocols, procedures, guidelines and how-to documents
- Communicate and coordinate with 40+ ZZU coaches and team managers as needed
- Facilitate program operations for a team of coaches, volunteers and contractors
- Coordinate field schedules, tournament details, and preparing season schedules
- Communicate regularly and effectively with participants, leaders and community members (organizers, coaches, captains, parents, players, volunteers, contractors, partners, vendors, sponsors, facilities, etc.)
- Collaborate with communications personnel to ensure that programs are promoted and information is updated effectively on ZZU's website, email and social media.
- Coordinate content from ZZU's youth development programs to share on social media, focusing on accessibility

- Manage and expand documentation for ZZU's existing coach training and credentialing program.
- Provide resources and tools to support new teams (registration, documents, ordering jerseys and swag, databases, etc.)



### **Terms and Payment**

- This position's rate will be \$15 per hour
- 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