

JOB POSTING - YOUTH DIRECTOR OF COACHING



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 Youth Director of Coaching, 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.

Our youth program includes over 500 athletes. There is a wide variety including the casual brand new player, the 6th-8th grade travel team, a State Champion High School team, as well as players who compete nationally.

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

Our Mission, Culture, and Benefits

ZZU runs Ultimate frisbee programs for hundreds of youth players in grades 4-12 all 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

Our Youth Director of Coaching 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 and the community.

Overview

The Youth DOC will be responsible for the strategic direction, planning, and execution of ZZU's 500 athlete youth leagues. Responsibilities will consist of program operations, coaching youth teams, promoting the sport, strategic direction, administration, and communication.

The Youth DOC 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).

Key Responsibilities

Program Operations

- Comprehensively manage programs, including:
 - Securing venues and required event amenities
 - Providing updated information to the Club Administrator for event registration pages
 - Providing customer service and sales assistance for online registrations

- Recruiting, managing and debriefing event personnel
- 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.
- 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
- Establish and maintain positive relationships with coaches
- Coach multiple youth teams
- Run existing camps and clinics, while creating more as growth allows

Administration and Communication

- Communicate regularly and effectively with participants, leaders and community members (organizers, coaches, captains, parents, players, volunteers, contractors, partners, vendors, sponsors, facilities, etc.)
- 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
- 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
- Collaborate with Club Administrator to ensure that programs are promoted effectively on ZZU's website, email and social media and all info stays current.
- Manage and expand ZZU's existing coach training and credentialing program.
- 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 salary will be \$37-40,000 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

QUALIFICATIONS:

- Bachelor's degree required.
- Ability to pass a pre-employment background investigation including but not limited to: criminal background check and employment reference checks.
- Ability to work independently without direct supervision.
- Strong service-oriented skills and the ability to have an exceptional customer service attitude.
- Demonstrated ability to work effectively with people of diverse backgrounds and promote a positive working environment, spirit of cooperation and positive reactions to change and conflict resolution.
- Excellent interpersonal, communication and presentation skills, both written and oral which transcend diverse audiences.
- Demonstrated ability to communicate effectively and relate well to students, parents, faculty, staff, and others while maintaining appropriate confidentiality.
- Prolonged sitting and standing. Use of personal computer and telephone (eye and hand strain).
- May require some heavy lifting.
- Must be able to work an irregular schedule, evenings or Saturday as needed, additional hours during peak times or as required.