



Job Title	Park City Programs Manager
Status	<p>Variable from 2 up to 30 hours per week or as needed (hours are minimal during the summer, and highest from December through February when majority of programs are running) plus ability to work rare 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 \$15.00-\$17.00 per hour DOE</p> <p>Benefits: Any GO&P/ACTIV8 program participation for immediate children FREE. Invitations to special events.</p>
Job Overview	Responsible to manage the YSA Get Out & Play program in Park City, and assist with management of Park City ACTIV8 programs including logistics, planning and execution.
Job Responsibilities	
<ul style="list-style-type: none"> Program Management 	<ul style="list-style-type: none"> Work with Programs Director to establish annual programs strategy Coordinate with venues and coaches to finalize program details Set-up programs on registration website Manage registration process and rosters Organize transportation Manage special tasks/events associated with scholarship program Provide ongoing communication to parents, schools, venues, coaches, transportation companies, etc. to keep all apprised of logistics Set-up and maintain armbands (or other forms of student identification) Assist with Park City planning meetings Act as liaison with School Outreach Coordinators Recruit parent volunteers to assist with programs as needed (e.g., bus chaperones, on-site coordinators, etc.) Fill in as volunteer in the event a volunteer is unavailable Coordinate overall operations when programs are running on Thursdays and Fridays Assist with operations when programs are running on Mondays Other duties as assigned
<ul style="list-style-type: none"> YSA Team Support 	<ul style="list-style-type: none"> Market programs within Park City, including acting as PTO newsletter liaison, posting flyers/posters/etc. Participate in staff meetings Help promote active and healthy lifestyle programs to Park City youth Attend youth workgroups as requested by Programs Director Communicate with non-profits, government agencies, and local businesses for the benefit of the program Provide statistical data for grants Other duties as assigned
Qualifications	<p>Experience in organizational roles, project/program planning, and marketing</p> <p>Good Excel, database entry, and writing skills</p> <p>Connections with Park City Schools</p> <p>Demonstrated leadership qualities, including ability to lead and motivate, effective communication skills, strong organizational skills, and excellent verbal skills</p>