



North Texas Region Volleyball | 1004 N Ave, #120
Plano, TX | 75074
469.326.1873

Job Announcement

Region Staff Position – Program Manager

Job Description

This position will be responsible for working with the Executive Director and Coordinator of the Junior Board of Directors on all Junior related activities within North Texas Region. The desired applicant must have a solid understanding of junior programming, working within the realm of a Region and the guidelines of USA Volleyball for regional programs and compliance.

Responsibilities (include but are not limited to)

- Regional High Performance Coordinator
- Demonstrate best practices in a professional manner in dealing with members
- Share resources of NTR services, programs and best practices
- Work with Staff Officials Liaison with junior club official's clinic and tracking
- Assist SafeSport Director with providing support and sharing information to clubs
- Assist Executive Director with Impact, SafeSport and coaching clinics
- Work closely with Staff and Tournament Directors with junior events
- Work with Staff in problem solving in regards to junior issues
- During tournament season, attend events for evaluation and compliance
- When required, attend JNC, HP Championships
- Assist Junior Coordinator with assigned committees
- Attend all Junior Board and Regional Board meeting as required
- Help maintain junior pages of region web site
- Other duties and special projects as assigned

Qualifications

Volleyball coaching /coaching certifications preferred over business knowledge

Strong organizational skills and work ethic, attention to details, work within budget parameters, punctual

Ability to present to large groups

Must clear a back ground screening and will complete SafeSport Training before hiring

Coaching club will not be acceptable for this position

Date/Salary Range

Salary will be commensurate with experience

No benefits are available

Monday through Friday; daily hours flexible; can adjust hours with event work schedule

*Please submit a cover letter with requested salary, resume and **three (3) most current references with contact information.***

Review of applicants will begin immediately; initial phone with written interview prior to onsite interview - expected hiring date of Feb. 1 or sooner.

Please send above material to Donise King: ntrdonise@gmail.com.

Questions or out of state? Same email address and/or phone: 469-326-1873 (office).