



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

Job Announcement

Region Staff Position – Program Manager

Job Description

The desired applicant must have a solid understanding of junior and adult programming (indoor and outdoor) while working within the realm of North Texas Region and the guidelines of USA Volleyball for regional and national programs and compliance. This position will work directly with the Executive Director

Responsibilities (include but are not limited to)

- Initial point of contact for all Beach/Outdoor programming
- Working with all events with strong skills for Beach/Outdoor
- Coordinate with Staff in problem solving in regards to junior, adult beach/outdoor issues
- Assist with activities associated with Coaching Education (tracking, distribution of materials)
- Share resources of NTR services, programs and best practices to help grow the sport
- Attend all Regional Board meetings (Region, Junior and Official) when required
- Maintain Beach/Outdoor pages of region web site
- Assist with NTR facility management
- Other duties and special projects as assigned

Qualifications

Strong knowledge of events specifically beach/outdoor as well as junior and adult indoor Volleyball coaching /coaching certifications preferred

Strong organizational skills and work ethic, attention to details, use of time wisely

Knowledge of WordPress, Microsoft applications and ability to learn new computer systems as necessary

Demonstrate a professional manner in dealing with members and potential members

Helpful/Congenial attitude in working with staff, board members and employees of the region

Must be able to take and follow directions and work within the region rules, regulations and policies

Confidentiality a must

Must sign a Conflict of Interest agreement

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

Date/Salary Range

Salary will be commensurate with experience

Monday through Friday; daily in-office hours flexible; will adjust hours with event work schedule (minimum 30 hours work week)

No benefits are available

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 interview followed by possible onsite interviews - expected hiring date no later than November 1, 2017.

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

Questions use same email address and/or phone: 469-326-1873 (office).