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**Job Title:** Athletic Leagues Coordinator

**Reports To:** Director of Athletics and Sports Facilities

**FLSA Status:** Full-time, Exempt

**Prepared Date:** January 15, 2020

**Site Location:** Journey House Center, Football Stadium, and Baseball Complex

**Our Mission:** Journey House empowers families living on Milwaukee's near Southside to move out of poverty by offering adult education, workforce readiness, youth development, and family engagement programs.

**Position Overview:** Journey House is committed to providing community members with quality athletic experiences at our football stadium, baseball fields, and community center gym. The Athletic Leagues Coordinator's primary function is to lead the day-to-day operations of athletic leagues and sports programs and provide support to fields and facilities operations. The incumbent is responsible for providing the best experience possible for players, coaches, parent coordinators, fans, league officials, and community members utilizing the fields and facilities for evening and weekend games, practices and special events. At all times, the Athletic Leagues Coordinator will follow established practices that encourage respect and personal growth among participants.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned in line with individual's experiences and qualifications.

- Provide support and assist Director of Athletics and Sports Facilities.
- Assist in the design and implementation of daily youth athletics leagues and sports programming activities.
- Provide the Director of Athletics and Sports Facilities with activity updates and program descriptions.
- Facilitate registration processes, orientation events, and leagues/events scheduling.
- Inform coaches and league officials about schedule changes.
- Assist with the fields setup and teardown before and after regularly scheduled league activities and special events.
- Assist in the coordination of daily work schedules of Stadium Fellows, staff and volunteers.
- Coordinate efforts of coaches, league officials, paid staff and volunteers.
- Coordinate tournaments at baseball field complex.
- Cheerfully and graciously accommodate the needs of spectators, parents, and community visiting the Stadium and baseball fields.



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- Assist with entering registration and attendance data into the database.
- Courteously address any conflicts or concerns that may arise.
- Incorporate SKY Breathing training for coaches, parent coordinators, and Scholar athletes in sports programming and athletic leagues.
- Provide exercise and recreational opportunities for Journey House participants.
- Implement and teach SKY Breathing principles and support the SKY team.
- Participate in SKY! Breathing and Community Building mandated staff trainings.
- Attend and participate in agency and Youth Program staff meetings and events.
- Perform other relevant tasks as assigned.

**OTHER DUTIES** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**EDUCATION and EXPERIENCE:**

- BA/BS in social work, education, or commensurate experience preferred.
- Must be willing to work flexible hours, with the primary work schedule occurring on evenings and weekends.
- Experience working with urban youth population from diverse cultural backgrounds.
- Knowledge of youth programs delivery methods.
- Creative, innovative, flexible, ability to work without direct supervision and with limited resources.
- Bilingual (English/Spanish) in oral and written communication preferred.
- Proficient in Microsoft Office applications [Word, Excel, PowerPoint], databases and social media platforms.
- Ability to adjust to crisis situations, motivate others, and good listening skills.

**SUPERVISORY RESPONSIBILITIES:** Fellows, Coaches, Parent Coordinators, Volunteers, and Interns

**LICENSES:** Valid Wisconsin Driver's License and insurance required

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable



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individuals with disabilities to perform the essential functions

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit. The employee is occasionally required to use hands to finger, handle, or feel. Specific vision abilities required by this job include close vision and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment characteristics include working in office space, classrooms, gymnasiums, community agencies and outdoors.

**JOURNEY HOUSE IS AN EQUAL OPPORTUNITY EMPLOYER**

**DRUG FREE WORKPLACE**

**If you are qualified and interested in this position, please complete:**

1. Career History Form: <http://www.journeyhouse.org/jobs.html>
2. Letter stating personal intent
3. Comprehensive resume
4. References (optional with initial submission)
5. Submit documents to [jobs@journeyhouse.org](mailto:jobs@journeyhouse.org)