



Wasatch Programs Manager, Youth Sports Alliance (YSA)

About Youth Sports Alliance

The vision of the Youth Sports Alliance is to provide life changing access to sports for the next generation.

YSA was established following the 2002 Salt Lake City Olympic Winter Games to lead a community-wide effort to increase youth participation in winter sports. Today, YSA provides a variety of afterschool programs throughout the school year to keep students active, engaged, and connected to their community. In addition, YSA provides fundraising support and need based scholarships for seven competitive winter sport teams. Through these programs, YSA engages more than 4,250 youth each year.

Job Title: Wasatch Programs Manager

Job Overview

The Wasatch Programs Manager is responsible for coordinating and managing YSA afterschool programs within Wasatch School District including program planning, operations, logistics, and execution. The role works closely with schools, community partners, families, and volunteers to ensure successful program delivery and supervises a small team of part-time program coordinators.

Key Responsibilities

Program Management & Operations

- Manage program rosters, registration data, and participant records
- Organize transportation logistics for program participants when needed
- Maintain and update program registration pages on the YSA website
- Assist with scholarship program coordination and participant tracking
- Manage program equipment and materials, including armbands and related supplies
- Support program operations during early release and early start school days. May need to support programs outside of the Wasatch School District.

Team Leadership

- Supervise and support a small team of hourly program coordinators
- Provide guidance on program implementation, logistics, and communication with families
- Coordinate schedules and ensure staff are prepared to support program operations

School & Community Partnerships

- Build and maintain relationships with school district staff, principals, and school liaisons
- Communicate regularly with parents and families regarding program details and updates
- Collaborate with local venues, nonprofits, and recreation partners to create program offerings
- Foster new professional relationships with vendors, venues and partners, build new relationships with potential partners for programming.
- Participate in local coalitions, chambers of commerce, and community events to promote YSA programs and mission

Program Promotion & Outreach

- Promote YSA programs within the school district through flyer creation, posters, Wasatch Parent Network, and school communications
- Provide input on annual marketing plan and marketing calendar for programs

- Assist with community outreach and informational events

Volunteer Coordination

- Recruit and coordinate parent volunteers to serve as bus chaperones when needed
- Assist with volunteer background checks and orientation
- Provide chaperone support if volunteers are unavailable

Administrative Support

- Prepare registration reports and maintain participant data
- Provide statistical information for grant reporting and program evaluation
- Attend staff meetings (in person or virtual) and assist with program planning meetings
- Support the Program Director with youth workgroups and program development initiatives
- Perform additional duties related to program management as needed

Schedule

- 30-40 hours per week during the school year, 10-20 flexible hours during the summer (used for planning, prep with venues and school districts for upcoming season)
- Occasional evenings or weekends for special events (e.g., back-to-school events, scholarship functions)
- Hybrid position working in the office, remotely and within the community
- Schedule is generally flexible except during active program days

Benefits

- Free participation in YSA programs for immediate children
- Invitations to special events

Qualifications

- Experience in program coordination, event planning, or logistical management
- Strong organizational and project management skills
- Proficiency in Excel, database management, and written communication
- Excellent interpersonal and customer service skills
- Ability to communicate effectively with families, schools, and community partners
- Demonstrated leadership skills and the ability to motivate and support others
- Familiarity with local school districts and community organizations preferred

Application

Please send a **resume and cover letter** to:
heather@ysausa.org