****

***JOB OFFER : PART-TIME COORDINATOR***

We were one of the first companies to offer developmentally appropriate, non-competitive sports training to Children 12 and under. At Sportball, we always value positive learning outcomes over winning. During the week, the coordinator plans the schedule, manages the staff and is responsible for recruiting new coaches. On weekend mornings and possibly some weekday evenings, he/she visits class locations to supervise classes and coaches.

***RESPONSIBILITIES***

• Coordinate schedules of employees

• Schedule and conduct Zoom interviews

• Select potential candidates

• Participate in recruitment fairs and find candidate banks

• Guide new employees

• Order and manage the equipment needed for the classes

• Communicate with managers

• Respond to calls and messages from employees throughout the week

• Ensure the smooth running of classes at all times

• Resolve problematic situations

• Supervise classes and coaches

***QUALITIES REQUIRED***

• Organized

• Autonomous

• Proactive

• Professional

• Available and flexible schedule

• Skilled communicator

• Have an ability to work under pressure with many unforeseen events and last minute changes

• Mastery of the following applications (Outlook, Excel, Word, Gmail, Powerpoint, Facebook, Indeed, Zoom)

***BENEFITS***

• Flexible hours

• Work in person and from home

• Autonomy in tasks

• Social activities (training, end of season activities)

• Dynamic and rewarding environment

***SALARY AND HOURS***

• $20 to $25 per hour

• 8 to 15 hours per week (flexible schedule)