

Position Title: Youth Programs Coordinator (Part-Time)

Reports to: Executive Director

Location: Remote, some in person work

Hours: 5-10 hours per week with opportunity to increase as programming grows

Compensation: \$25/hour

Application due: Friday, July 11th

Organization Overview:

Vermont Ultimate's is a non-profit whose mission is to grow, organize, facilitate, and teach ultimate frisbee across Vermont by providing inclusive, high-quality recreational opportunities. We engage players of all ages and skill levels to build a vibrant, long-lasting community where participants can engage in ultimate for years to come.

Position Summary:

The Youth Programs Coordinator will be responsible for the planning, administration, and execution of our existing youth programs, as well as the implementation of new programs. This includes leagues, tournaments, learn to play clinics, and community engagement initiatives. This part-time role is ideal for a self-motivated individual passionate about Ultimate, the community, and is committed to building inclusive, fun, and well-organized opportunities for youth players of all experience levels.

Key Responsibilities:

- Plan and coordinate all existing seasonal youth leagues. This includes scheduling, venue booking, registration, and communication.
- In collaboration with the Executive Director, create new programming to fill existing gaps. Year round youth club, youth learn to play clinics, offerings outside of Chittenden County, etc.
- Support and manage one-off events such as hat tournaments, learn to play clinics, community outreach days.
- Serve as the main point of contact for youth participants and their guardians.
- Recruit and coordinate volunteer captains, coaches, and event staff.
- Act as a liaison to the new Youth Programs Committee and the Executive Director.

- Collaborate with the marketing team and Executive Director to promote youth programs through newsletters, social media, and our website.
- Foster an inclusive and welcoming environment that upholds the Spirit of the Game.
- Support organization-wide events and initiatives as needed.

Qualifications:

- Passion for Ultimate Frisbee and understanding of its community and culture.
- Experience organizing or coaching youth Ultimate.
- Strong organizational and time-management skills, with the ability to work independently and manage multiple priorities.
- Excellent interpersonal and communication skills.
- Ability to work flexible hours, including occasional evenings or weekends.
- Commitment to equity, inclusion, and creating accessible spaces for all players.

To Apply:

Please submit a resume and brief statement of interest to nolan@vermontultimate.org. Applications will be reviewed on a rolling basis.