



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## OPEN POSITION ANNOUNCEMENT

**Position:** Program Coordinator – Miracle League (PT)  
**Hours:** Varies Based on Program Events  
**Locations:** Northwest YMCA (9050 N. Swan Rd., Milwaukee, WI)  
**Reports to:** Product Director Sports and Recreation  
**Wage Range:** \$12.95 per hour

### **Major Responsibilities:**

- Develop, market, manage and implement all phases of the Miracle League Program. This part of the role will require direct participation in all evening and weekend programming during the season.
- Strong interpersonal and communication skills required, speaking politely, clearly and articulating accurate information
- Train all volunteers prior to the start of each season
- Create team rosters and assign buddy match ups
- Work alongside Product Director in processing player registrations and volunteer paperwork
- Track and log weekly volunteer hours
- Must be comfortable advocating on behalf of people with disabilities, including establishing strong local partnerships with organizations who could help promote the program.
- Support the Product Director in fundraising efforts, including potential targeted, fundraising events.
- Serve as an on-site resource contact for the facilitation of youth and adult league programming, group outings and community events and gatherings.
- Assist with Miracle League of Milwaukee advisory committee meetings as able.
- Respond to all participant, collaborative partner, volunteer and community inquiries in a timely manner.
- Maintain a safe and encouraging environment at all times
- Prepare field and concessions stand for game day operations
- Basic computer skills needed
- Strictly adhere to all policies and procedures related to safety and conduct rules and other regulations.

### **Qualifications:**

- A minimum of 2-3 years college coursework in the area of youth development or equivalent education/experience is required.
- A minimum of 1-2 years leadership experience in youth development.
- Requirements: CPR Pro/AED/02/FA and Emergency Action Plan training.
- Proficient in verbal and written communications.
- Should have a positive history of leadership in the areas of staff, volunteer and program development.
- Working knowledge and understanding of special needs populations is required.

### **Benefits:**

Excellent benefits include free membership and discounted YMCA child care and other programs. The incumbent will exhibit the core values of caring, honesty, respect, and responsibility in all aspects of their work with the YMCA

**Deadline:** January 12, 2016

**Apply Online:** <https://apply.ymcamke.org>

*The Y is the nation's leading nonprofit committed to strengthening communities through youth development, healthy living and social responsibility*

**Equal Opportunity Employer  
THE YMCA WELCOMES A  
DIVERSE WORKFORCE**