Job Description: Program Coordinator and Coach

About Ultimate Impact
Ultimate Impact is a registered 501(c)(3) nonprofit that was launched in June 2016 to empower youth from underrepresented communities. The organization uses the team sport of ultimate Frisbee as the framework for providing youth 6 to 18 years old with increased opportunities, confidence, communication abilities, social emotional development, and conflict-resolution skills. Through high-impact direct service programs, in-person mentorship, and community development, Ultimate Impact works to create positive change for youth in our communities.

Mission: Empower youth from underrepresented communities to develop confidence, teamwork, and accountability through the sport and community of ultimate.

About the Opportunity
Ultimate Impact (www.ultimate-impact.org) is growing its team to expand in Oakland, San Francisco, and beyond. The Program Coordinator and Coach position is full-time, in-person, based in the San Francisco Bay Area, and is responsible for helping develop programs to strengthen our community connections, support players, and drive the expansion of Ultimate Impact’s programs to serve more youth. The position will also be responsible for planning, organizing, and executing weekly training sessions as a sports coach in schools and teams at Ultimate Impact locations.

Responsibilities
Coaching and Mentorship: Lead and manage weekly training sessions at schools as a sports coach. Create an environment where all youth have fun and are encouraged to participate.

- **Relationship Building:** Feel comfortable being a mentor for youth and the ability to create positive relationships with parents, teachers, and administrators.
- **Community Organizer:** Be the main point of contact with families and school partners to support youth participation including communication with families, collecting waivers and forms, coordinating transportation, and home visits as needed.
- **Community Partnerships:** Build relationships with schools and other organizations that youth are a part of in order to strengthen participants’ support networks.

Program Coordination: Ability to expand, strengthen, and coordinate events to deepen the level of participation for youth across our schools and programs.

- **Event Planning and Execution:** Coach and coordinate scrimmages and practices, which includes coordinating with program partners and school administrators. The position will also support the planning and execution of several community events.
- **Administration and Data Management:** Support manager and directors to manage and maintain systems including Salesforce records and other documentation year-round to ensure that programs run smoothly. Conduct on-site interviews and collect survey data.
- **Volunteer Coordination:** Organize volunteers for weekly training sessions and events, including some recruitment and training.
- **Gear and Equipment Management:** Assist with maintenance, distribution, and ordering of sports gear and office equipment including ongoing resupply as needed.
• **Fundraising:** Assist Development team with fundraising and revenue-generating events/projects as needed.

**We're Looking for Someone Who Has**
• Experience working with youth ages 6 to 18.
• Experience with or interest in playing and coaching ultimate Frisbee.
• A connection with the youth and communities where we coach.
• Ability to be flexible and handle constantly changing environments with enthusiasm and grace by remaining calm, productive and positive.
• Deep empathy, the ability to manage emotions, and have a growth mindset.
• Ability to work some evenings and some weekends for events.
• Desire to work hard and create new ideas for programs.
• Facilitation skills including the ability to read a group at the start of a training and lead a series of structured learning opportunities.
• Determination and the desire to work through tough challenges.
• Demonstrated ability to spot a need and address it.
• Ability to maintain high standards of performance, demeanor and appearance at all times.

**Note:** *If you do not meet all of the qualifications listed above but have a passion for and experience working with youth and developing new programs, we encourage you to apply and make a case for yourself in your cover letter. Candidates with experience working with youth and who have a strong connection with youth and families in the communities where we coach are highly encouraged to apply.*

**COVID-19 Vaccination Policy**
Ultimate Impact prioritizes the health and well-being of our staff and vaccines are the best tool currently available to protect our staff. Therefore, for everyone’s safety as a condition of employment, all employees will be required to demonstrate that they have been fully vaccinated against COVID-19 and are up-to date on any additional boosters if their role requires them to be in-person (per OSHA’s COVID-19 Vaccination Emergency Temporary Standard). Whether you require a reasonable accommodation or exemption will not impact consideration of your candidacy.

**You Will Thrive In This Role If**
• You live in the details, have experience juggling competing priorities effectively, and are intentional with how you use your time.
• You are a problem-solver who doesn’t wait for someone to tell you how to address a challenge. Rather, you take ownership over the thinking and learning you need in order to get the job done.
• You excel at engaging youth and demonstrate the ability to gain their respect and trust. In particular, you can set and maintain boundaries and gain respect in positive ways.
• You are introspective and have reflected on social justice issues. You approach conversations about race, privilege, diversity of all kinds, and social justice with curiosity, openness, and compassion.
• You communicate effectively across email, social media, and in person.
• You appreciate human connection and humor in a work environment and build trust and respect alongside it.

What To Expect From the Role
• You will directly contribute to Ultimate Impact’s efforts to strengthen our communities.
• You will help Ultimate Impact grow, allowing us to serve more students and to deepen our learnings about how to improve our programs.

Professional Development
• You will develop and sharpen your management skills by working with a team of Junior Coaches during the summer.
• You will learn the intricacies and nuances of working in, and building, a growing organization.
• You will receive learning opportunities and direct training focused on how to communicate effectively with youth and adults.
• You will have the opportunity to leave your mark on programmatic events and structures.

The Tangible and Intangible Benefits of Working at Ultimate Impact
• You will receive benefits including, but not limited to, a health insurance stipend, holidays, vacation days, and the opportunity to invest in a 401K retirement plan.
• You will be a key member of a growing team of people who are passionate about youth development through sports.

Salary
Starting Salary Range: $55,000 to $65,000, Commensurate with experience.

Application
Your application should consist of your resume and cover letter. Please include the following in your cover letter:
• The unique mix of skills and experience you will bring to the role and our team
• How you will thrive in the role; what have you done in the past that demonstrates you can be successful?
• What about Ultimate Impact’s mission excites you?
• How are you connected to communities in southeast San Francisco and Oakland?

To Apply:
Please send your resume and cover letter to info@ultimate-impact.org. You can also find more information at www.ultimate-impact.org. We will begin notifying candidates who are selected for the interview process in February.