



Job Title:	Sports & Enrichment Coordinator	Job Category:	Athletics / Education
Department/Group:	Athletics & Middle/High	Position Type:	Part-Time
Location:	The Hub - 19 S. 49 th Ave, 74127	Pay Range:	\$19.00 - \$25.00 / hour
Reports to:	Program Manager – Athletics	Position Type:	Support

About The Common Good:

We collaborate with our Northwest Tulsa neighbors and other partners advocating for the community, and creating opportunities through education, physical and mental health, career development, sports and the arts for children, families, and residents of all ages.

Job Description:

The Coordinator for the Mid/High School & Athletic Departments plays a crucial role in supporting daily operations and programming for youth in grades 6–12, as well as athletic programs that serve the larger community. This position reports jointly to the Program Manager of Athletics and the Mid/High School Program Manager, supporting both departments' programs and initiatives. The Coordinator is responsible for coordinating activities, engaging youth, supporting volunteers, and ensuring programs are safe, inclusive, and effective, with a passion for working in an underserved community.

ROLE AND RESPONSIBILITIES

- Support the daily operations of Mid/High School programs and Athletic programs at The HUB.
- Maintain effective working relationships with youth, staff, families, and volunteers.
- Assist in developing, organizing, and leading daily programs, enrichment clubs, and sessional activities.
- Support the coordination of athletic leagues, recreational clubs, and daily sports programming.
- Assist with registration, attendance, and data entry using SmartRec (Amilia).
- Track and maintain accurate records of all program food, equipment, and supplies.
- Collaborate with team members to ensure all materials are available for programming needs.
- Ensure proper use and care of program equipment and facilities.
- Communicate regularly with supervisor regarding youth engagement, staff support, and program feedback.

REQUIRED QUALIFICATIONS

- 2+ years' experience working with youth in education, athletics, or community programming.
- Strong interpersonal and communication skills.
- Skilled in managing multiple tasks and priorities in a fast-paced environment.
- Commitment to creating a welcoming, safe, and inclusive environment.
- Ability to work evenings and weekends as required to support programming.
- Capable of lifting and carrying up to 50 lbs. as needed.

RECOMMENDED QUALIFICATIONS

- Bachelor's degree in Education, Recreation, Sports Management, or related field.
- Experience coordinating athletic leagues or youth enrichment programs.
- Familiarity with SmartRec (Amilia) or similar registration systems.
- Bilingual (English/Spanish) a plus.
- CPR and First Aid Certification preferred, or willingness to obtain.

ADDITIONAL NOTES

This job description is intended to provide a general overview of the responsibilities and qualifications for the Sports & Enrichment Coordinator position. Your responsibilities may extend beyond these duties and are not limited to them; supervisors may assign other tasks or responsibilities as deemed necessary.

The Program Manager of Athletics will establish your schedule, including any additional hours worked outside of the Athletic or Mid/High Department. To apply, please go online to <https://forms.gle/yeC16sirAycd5NcF6>