



Date: May 14, 2025

Job Title: Sports Operations Manager

Location: Westfield, IN

Reports To: Board of Directors

Job Type: Full-Time

Position Overview

The Sports Operations Manager is responsible for overseeing and managing youth athletic programs, ensuring high-quality experiences for participants, and fostering community engagement. This role will play a critical part in the development, organization, and execution of youth sports programs, including responsibilities such as registration, curriculum development, communication, scheduling, commissioner support, and volunteer recognition. As Westfield Youth Sports continues to evolve, this position may take on additional responsibilities to meet the changing needs of the community and membership. The Sports Operations Manager reports directly to the Board of Directors and will be instrumental in shaping the overall membership experience for thousands of families.

Key Responsibilities

- **Program Development & Management:** Design, implement, and oversee youth sports programs that align with the organization's mission and community needs.
- **Registration Oversight:** Manage the registration process for all sports programs, ensuring a seamless and user-friendly experience for participants and families.
- **Curriculum Development:** Create and refine training programs to support player growth, skill development, and engagement.
- **Communication Management:** Develop and execute communication strategies, including emails, newsletters, social media updates, and website content, to keep participants and families informed.
- **Scheduling & Logistics:** Coordinate practice and game schedules to ensure efficient use of facilities and resources.
- **Commissioner Support:** Assist league commissioners with operations, compliance, and strategic planning to improve league functionality.
- **Coaching & Training Oversight:** Recruit, train, and support coaches and volunteers, promoting best practices in skill development, sportsmanship, and safety.
- **Volunteer Recognition & Engagement:** Establish and maintain a structured approach to recognizing and appreciating volunteers, fostering a positive and committed community of support.
- **Event Planning & Execution:** Organize leagues, tournaments, and community sporting events, overseeing logistics, scheduling, and communications.
- **Community Engagement & Partnerships:** Collaborate with schools, local businesses, and other organizations to enhance sports programming and secure sponsorships or funding.
- **Facilities & Equipment Management:** Ensure sports facilities and equipment meet safety and operational standards.
- **Strategic Growth:** Identify opportunities to expand sports offerings and take on new responsibilities as the organization grows.





Qualifications & Skills

- Bachelor's degree in Sports Management, Recreation, Education, or a related field preferred.
- 5+ years of experience in youth sports programming, coaching, or sports administration.
- Strong leadership, organizational, and communication skills.
- Ability to manage multiple programs and stakeholders effectively.
- Experience with fundraising, sponsorships, and community engagement is a plus.
- Familiarity with youth sports regulations, safety protocols, and best practices.
- Passion for youth development and community involvement.

Compensation

Minimum compensation \$60,000, salary negotiable based on experience.

Why Join Us?

This is an exciting opportunity to shape the future of youth athletics in Westfield. The Sports Operations Manager will play a key role in fostering a strong, vibrant sports culture while ensuring an exceptional experience for thousands of families.

How to Apply

Interested candidates should submit a resume and cover letter to communications@westfielddyouthsports.org.

