

**Job Title:** Sports Program Coordinator  
**Reports To:** Sports Director  
**FLSA Status:** Exempt  
**Date:** December 5, 2018

### **Summary**

The Sports Program Coordinator is a member of the USHJA Sports Department responsible for supporting and implementing sport programs. This position is responsible for the management and maintenance of various committees, and professional relationships. The Program Coordinator will work closely with management and staff across the Association (e.g. sport programs, regional member services, education programs, and others). In addition, this position will work with representatives from the United States Equestrian Federation in the planning and implementation of USEF & USHJA championship events.

### **Essential Duties and Responsibilities include but are not limited to the following:**

#### **Strategy and Leadership:**

- Manage and implement sport programs and services
- In coordination with other departments analyze existing sports program and services, and collaborate with leadership and staff to develop and execute strategies to address issues

#### **Operations:**

- Serve as staff support for and between the USHJA volunteer leadership, various committees, and USHJA departments
- Manage workflow related to planning, development and implementation of programs and services
- Other sport program duties as assigned

#### **Team Development/Management:**

- Coordinate and manage sport programs and services with others
- Promote and demonstrate a culture of excellence, teamwork and service for the departments, association and committee members

**Competencies:** To perform this job successfully, an individual *must have demonstrated experience* in the following competencies and **must be able to perform** each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Planning/Organizing

Prioritize and plan work activities in a fast-paced environment; follow policies and procedures; plan for additional resources and work within assigned budget; complete tasks correctly and on time; and organize and/or schedule meetings and related project timelines to facilitate program needs.

### Budget Preparation

Participate in the development and management of program budgets.

### Professionalism

Approach others in a professional manner; react well under pressure; treat others with respect and consideration regardless of their status or position; accept responsibility for own actions; and follow through on commitments and maintain confidentiality.

### Communication

Be an effective listener and seek clarification; speak clearly and persuasively in positive or negative situations; respond well to questions; possess group presentation skills; participate in meetings. Write clearly and informatively; vary writing style to meet needs; and present numerical data effectively.

### Quality

Demonstrate accuracy and thoroughness; look for ways to improve and promote quality; and monitor own work to ensure quality.

### Adaptability/Flexibility

Adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation; and be able to deal with frequent change, delays, or unexpected events.

### Initiative

Volunteer readily; undertake self-development activities; seek increased responsibilities; and ask for and offer help when needed. Look for and take advantage of opportunities that support USHJA initiatives and improve and promote the quality of USHJA programs.

### Customer Service

Manage difficult or emotional member situations; respond promptly to member needs; solicit member feedback to improve service; respond to requests for service and assistance; and meet commitments.

### Teamwork

Balance team and individual responsibilities; give and welcome feedback; and support everyone's efforts to succeed.

### Organizational Support

Follow policies and procedures; complete tasks correctly and on-time; support organization's goals and values; demonstrate accuracy and thoroughness; and support and follow managements' direction.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- College degree and a minimum of 2-4 year's work experience or an equivalent combination of education, training and expertise
- Knowledge of the equine industry, preferably the hunter/jumper disciplines, through participation as a competitor and/or involvement in competition management/administration
- Demonstrated skill in proactively engaging and developing relationships with diverse groups of individuals
- Experience and success managing projects and programs to a successful completion
- Creative in approach to services and programs, and comfortable using new technologies and tools to engage audiences
- Able to manage competing priorities
- Possesses excellent judgment and creative problem-solving skills, including negotiation and conflict resolution
- Possesses strong written, oral, interpersonal and presentation skills; ability and comfort engaging with a diverse audience of individuals
- Is a strategic and analytical thinker
- Is passionate about the USHJA mission
- Is a positive team member who can collaborate with a team toward a common goal
- Possesses strong computer and office machine skills. Must be familiar with Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook), and able to utilize the Internet. Understands basic PC concepts (files, file paths, copying and pasting, deleting and moving files).

### **Other Requirements**

- Travel required either by air and/or automobile. Overnight stays and weekends may be required.
- Some after hours and weekend work may be required for special projects and events.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The

employee is occasionally required to stand; walk; reach with hands and arms. While performing the duties of this job, the employee is frequently required to travel by air or automobile. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

**Work Environment:** The noise level in the work environment is usually moderate.