



Board Members

Ray Hawk, *Founder/Director* Kevin Dehart, *Member*
Tom Hawk, *President* Marinda Ratcliff, *Member*
Jennifer Root, *Secretary* Kasie Summerlin, *Member*
Paula DeHart, *Treasurer* Maggie Hawk, *Member*

Confidence. Character. Christ.

☎ 409-656-6092

✉ frslsetx@gmail.com

🌐 www.FRSL.org

Operations Specialist

Job Description

Supervisor: Executive Director

Employment Type: Part-Time (30 hours per week)

Pay: Competitive hourly rate discussed during interview based on qualifications

Benefits: 1 week (30 hours) vacation, reduced registration fee for your child(ren)

Qualifications

- 18 years or older
- Multi-sport background
- Ability to be CPR, First Aid, AED Certified
- Excellent communication skills
- Knowledge of computers, social media, google suite, and website management
- Experience coaching youth sports and working with children
- Must be willing to work evenings and Saturdays

Responsibilities

- Plan, coordinate, and schedule teams, leagues, and camps.
- Recruit, develop, and supervise coaches, officials, and volunteers.
- Organize and conduct coaches, officials, and volunteers trainings and meetings.
- Develop and distribute sports rules, guidelines, and handbooks.
- Organize and distribute team uniforms and schedules.
- Transport and setup equipment for games and practices.
- Regularly visit offsite program locations.
- Monitor and purchase necessary sporting equipment.
- Observes and assesses situations within programs for safety, security and to detect adherence to policies. Communicates with and develops actions plans with participants, parents/guardians, FRSL leadership, etc. as needed.
- Monitor and evaluate the effectiveness of and participation in programs. Implements continuous program improvement processes and establishes new program activities as needed to better serve community members, FRSL members and program participants.
- Develop and execute fundraising opportunities.
- Assist in Marketing, Advertising, and Promotion.
- Assist in Administrative duties.
- Assist in Social Media Management.
- Assist in Partnership Management.

Responsibilities are not limited to the list above.

Apply

-Complete application at frsl.org/jobs

Ray Hawk

Founder & Executive Director