



## **Algonquin Sports for Kids: Program Coordinator**

Algonquin Sports for Kids is a 501(c)(3) non-profit organization with a dedicated approach to the development of youth sports programs in the City of Buffalo. We believe that the investment of time and resources into community-based programs like ours are powerful weapons in the fight against juvenile delinquency, childhood obesity, and our country's persistent high school drop-out crisis.

We are in search of a full-time Program Coordinator to help support our growing organization. The Program Coordinator will work directly with the Program Director, inform staff of trainings, assist with player registration, and help with general administrative duties for all sports for youth development programs.

The successful candidate will have experience working in an administrative and/or customer service position, with high personal standards for responsiveness and accuracy. Experience working at a non-profit organization and with urban communities is strongly preferred. Exceptional verbal and written communication skills, organizational skills, and a positive attitude is required.

For consideration, please e-mail a cover letter and resume to Anna-Lesa Calvert at [calvert@algonquinsports.org](mailto:calvert@algonquinsports.org).

Algonquin Sports for Kids is an Equal Opportunity employer.