



Worthington  
Youth Boosters

## Assistant to the Administrative Director

Worthington, OH

WYB is looking for a part-time assistant to the Administrative Director. This role will be focused on supporting the resource planning and compliance tracking activities of the organization.

We are a non-profit whose mission is to provide affordable opportunities for children who reside or attend school in the Worthington School District to participate in organized sports programs. We offer a variety of programs spanning 12 different sports and serve over 5000 participants annually.

Each day presents new opportunities and challenges for our organization; the ideal applicant will be able to navigate the changing landscape of youth sports and enjoy diversity in daily job duties.

To support the resource planning and compliance tracking activities of the organization, you will:

- Work with sports programs to determine seasonal facilities needs
- Enter and follow up on facilities requests
- Allocate approved facilities among sport programs
- Work with sports programs and partners to pursue new facilities opportunities
- Administer the personnel screening program which includes:
  - Issuing background checks for new or expired personnel
  - Issuing training programs for new or expired personnel

- Regular audits and reporting on personnel compliance
- Help sports programs with additional administrative needs
- Represent WYB at community special events
- Receive direction and assignments from the Administrative Director

Ideal candidates are:

- Reliable, punctual and organized
- Problem solvers
- Self-motivated
- Skilled and engaging communicators
- Able to build and nurture relationships
- Experienced using technology to manage business processes:
  - Microsoft Excel
  - Web based systems
  - Google cloud solutions (gSuite)
- Knowledgeable about sports management
- Familiar with the Worthington community
- Passionate about youth sports in Worthington

Interested in applying?

Please send your resume to [careers@wybsports.org](mailto:careers@wybsports.org). We thank all applicants for their interest, however only those candidates selected for an interview will be contacted.

About WYB

Worthington Youth Boosters is a registered 501(c)(3) organization. Our office is located in the Worthington Education Center at 200 E Wilson Bridge Road, Suite 108, Worthington, OH.