



Assistant Operations Manager - Job Description

Assistant Operations Manager

1. The Assistant Operations Manager will report directly to the General Manager of Union Point Sports.
2. The Assistant Operations Manager will be detail-oriented, a problem solver, and can collaborate on group projects in a time-sensitive manner.
3. The Assistant Operations Manager will possess excellent customer service skills as they will be a point person for client interaction and issues.
4. The Assistant Operations Manager will need to be a multitasker with office-related assignments as well as on-field tasks.
5. The work schedule may include nights, weekends, and some holidays as necessary to meet the needs of our patrons and schedule.
6. The Assistant Operations Manager will learn to and understand how to edit the UP Sports website as well as the scheduling program, DaySmart Recreation (DASH).
7. Daily care of the facility is required - e.g., routine maintenance and janitorial functions of the facility while it is open to the public is required - Some physical activity in all weather conditions.
8. Key areas of responsibility will focus on facility operations, staff coordination, and customer service.
9. The Assistant Operations Manager will need the ability to work independently and in group-oriented settings.
10. The Assistant Operations Manager will need to work with a positive attitude and strong work ethic.

Camps & Clinics Coordinator



11. The Camps & Clinics Coordinator will report directly to Nick Dunbar regarding camps and clinics hosted by Union Point.
12. The Camps & Clinics Coordinator will need excellent communication skills including the ability to reach out to current and prospective partners and clients to market UP camps and clinics.
13. The Camps & Clinics Coordinator will be responsible for communications with vendors and partners regarding operations, logistics, and programming of camps and clinics with outside vendors.
14. The Camps & Clinics Coordinator will be responsible for marketing and promotional pieces on all Union Point Sports-run social media platforms for all Union Point Sports-run camps throughout the year.
15. As the point of contact for camps and clinics during Christmas break, respective national holidays, and occasional days, February, April, and summer vacation. Responsibilities include but are not limited to:
 - a. Managing camp and clinic registrations and communications to attendees.
 - b. Manage the opening and closing of all camp and clinic programs.
 - c. Oversee staffing needs and associated personnel including reports and evaluations.
 - d. Manage equipment and resource needs.
 - e. Point of contact for camp and clinic staff, campers, parents, and respective vendors including but not limited to the local board of health.
 - f. Provide reports on camps to supervising staff including weekly registrations and reports as required, including but not limited to issues on camp.