



alameda education foundation

AEF Sports Program Manager

The mission of the Alameda Education Foundation (AEF) is to serve as a critical bridge toward equitable and inclusive educational outcomes for Alameda TK-12 public school students. Our work focuses in three main areas:

- Art, enrichment, and sports programming that engages students and augments the educational experience.
- Social-emotional supports for AUSD students and staff.
- Equity-centered support of educational programs and student needs.

For more information, please visit: AlamedaEducation.org

AEF has an MOU to run the middle school sports program for the benefit of AUSD students. AUSD and Alameda public charter schools participate in the league, which currently consists of coed volleyball, girls basketball, boys basketball, and girls and boys track & field. About 700 6th - 8th graders participate each year.

The **Sports Program Manager** is responsible for overseeing and managing all aspects of AEF's Sports program and league. The position reports directly to the Executive Director.

Responsibilities:

Coordinate all aspects of the Sports Program in accordance with the AEF - AUSD MOU Scope of Work, including but not limited to:

- Determine the sports seasons that will occur in a school year; create sports schedules.
- Create an annual budget for the program that includes coaching stipends, referee costs, supervision/coordination costs, facility fees, supplies and equipment, and awards.
- Work with site Athletic Directors to secure coaching.
- Ensure that all AEF coaches are in contract with AEF and complete all requirements.
- Work with AEF staff to coordinate timing of support needs of the program.
- Organize and lead pre- and post-season meetings.
- Arrange for officials and referees.
- Serve as Meet Director for Track & Field.
- Recruit and train volunteers as needed.
- Ensure that District and non-District facilities are reserved for competitions.
- Create and update rules and regulations for each sport.
- Ensure that the AEF website is updated with rules, schedules, and results.
- Oversee the online participant registration system.
- Communicate regularly with school sites regarding timelines, expectations, schedules, and results.
- Prepare AEF board reports for regular board meetings.
- Track metrics for the program, including participation and scholarship numbers.
- Work with the Executive Director to determine associated fees and coaching/refereeing stipends.
- Work with the Executive Director and Fundraising Committee to develop and support funding for the program, including grant applications, sponsorships, donations, etc.

Alameda Education Foundation

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Professional Qualifications

- Self-directed, highly-motivated, reliable, organized
- Excellent communication skills
- Understanding of basic finance concepts and budgets
- Detail oriented
- Proficient writing and verbal skills

EXPERIENCE DESIRED

- Volunteer or program management, especially youth and/or sports oriented
- Online registration system management
- MS Office Skills
- Google Spreadsheets and docs

Hours and Salary

- Nonexempt employee
- Hourly rate \$25 - \$28 based on experience
- Opportunity for growth - there is potential for the person in this position to further develop and expand the program in the future
- Estimated 10 - 20 hours per week with seasonal fluctuations.
- In office 2 - 3 days per week; remote work is possible on other days; flextime okay. ● See Personnel Policies for more information on policies and benefits.

For more information about AEF's Middle School Sports program and guiding principles, please visit alamedaeducationfoundation.org/programs/sports.

To apply, please submit a thoughtful cover letter and resumé to jobs@alamedaeducation.org by March 10, 2025.