



Hooptown Youth League Manager

Primary person in charge of the Hooptown Youth League (HYL). This person oversees creating and instituting league plans, forecasting annual budgets, maintaining and improving league partnerships, and all program operations and logistics pertaining to the execution of the school-based youth basketball program.

Reports to: Executive Director

Schedule: Full-time

Posting Date: 7/8/24 – 7/15/2024

Salary: Commensurate with qualifications and experience

Summary of Key Responsibilities:

Responsibilities and essential job functions include, but are not limited to the following:

- Develop and execute an overall operations plan for future Hooptown Youth League seasons.
- Manage league database systems including but not limited to registration and team formation dashboards.
- Prepare reports on league outcomes to HYL Committee and community partners.
- Responsible for scheduling and coordinating all league events, practices, and games.
- Foster and maintain relationships with key volunteers, community partners, local school districts, high school coaches, youth coaches, parents, and members of our community.
- Develop and implement a strategic communication plan for league activities and events.
- In conjunction with other Hoopfest staff, develop a technology plan that integrates all the Hooptown Youth League activities.
- Design, manage, and update league content on Hoopfest and Hooptown websites.
- Create and oversee all ancillary events that help support the mission of the league.
- Inventory and management of the Hooptown Youth League Jerseys, T-Shirts and equipment.
- Organize specific Hoopfest activations and assist with other Hoopfest duties in June, as assigned.
- Involvement in new avenues of pursuit, both inside Spokane and for out-of-town activities, as assigned by the Executive Director
- Other responsibilities, as assigned

Qualifications/Requirements

- Bachelor's degree
- 1-3 years of relevant work experience
- Demonstrated experience working in collaboration with teams
- Strong written/verbal communication skills
- Demonstrated ability of work ethic
- Flexibility of work schedule especially around October/November specifically weekends as necessary.

Resumes and Cover Letters please submit online or send by email: riley@spokanehoopfest.net

About Spokane Hoopfest Association

Established in 1990, Spokane Hoopfest organizes and produces the world's largest annual 3-on-3 basketball tournament that brings thousands of visitors and millions of dollars to town every June. In addition, it manages Spokane Regional Basketball (the area's premier recreational league for 7th through 8th grade boys and girls), the Hooptown Youth League (a new basketball league that has competition levels from recreational through advanced competitive for grades K-6th) and Hooptown Elite (Hoopfest's traveling teams). Hoopfest has a \$47 million impact on the Spokane economy and has donated over \$1.8+ million to local charities since 1990. Hoopfest 2025 is scheduled for June 28 & 29.