



MARQUETTE UNIVERSITY HIGH SCHOOL

Job Title: Youth Activities Coordinator

Job Start Date: July 1st, 2026

Application Closing Date: until filled

FLSA Status: Hourly, Part-Time

SUMMARY OF THE POSITION:

The primary purpose of this position is to coordinate the school communication for all Junior Hilltopper sports programs and, in doing so, provide key connections for recruitment among these families and students. This position will interact frequently with several departments including Admissions, Athletics, and Marketing/Communications for the purpose of recruitment into Junior Hilltopper programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides oversight for the operation, coordination, and supervision of the Junior Hilltopper programs, within the confines of the various league rules and regulations, and the overarching mission of MUHS
- Is the MUHS liaison to the youth leagues or grade school athletic league.
- Works with the MUHS Athletic Director and Junior Hilltopper sports directors to evaluate and train all coaches and volunteers to meet school and league requirements and embody the mission of MUHS.
- Establishes schedules for the use of the facilities for team practices and contests where applicable.

QUALIFICATIONS:

- A bachelor's degree from an accredited university in communications, liberal arts, marketing or related field.
- Experience in an educational setting or related work experience that includes public speaking to small and large groups, marketing, promotions or special events.
- Ability to effectively communicate in person and in writing and be able to represent MUHS in a positive, professional manner.

SUPERVISION RECEIVED:

This position is supervised by the Assistant Director of Admissions.

WORKING ENVIRONMENT:

This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties, and responsibilities required. It is not intended to limit or modify the right of any supervisor to assign, direct, and monitor the work of employees under supervision.

How to apply: If you are interested, please email your cover letter, resume, and contact list of references to the Human Resources Manager at jobs@muhs.edu.