Job Title: Youth Programs Manager – Junior Hilltoppers
Job Start Date: As soon as possible
Application Closing Date: Until filled
FLSA Status: Hourly, Full-Time, with regular evening and weekend commitments

SUMMARY OF THE POSITION:

The Youth Programs Manager coordinates Marquette University High School's youth-focused programs, including Junior Hilltoppers athletics (football, basketball, volleyball, flag football, lacrosse, and golf), Junior Science Olympiad, and summer programming. The role grows these programs, coordinates with the volunteers and staff who run them, and gives families the personal attention that sets Junior Hilltoppers apart.

The program depends on a visible presence and leadership of different activities. The position recruits and leads a network of program leads, MUHS coaches, Alumni Service Corps members, student volunteers, and parent volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Program Leadership & Growth

- Oversee all Junior Hilltoppers programs and Junior Science Olympiad.
- Assume responsibility for Summer Explore camps in a phased transition.
- Identify, launch and evaluate new programs, judging whether each can be sustained.
- Partner with Admissions and Marketing so the program serves as a pathway to MUHS.

On-the-Ground Support

- Attend practices as needed and home games and events in season.
- Serve as the on-site point person at home events for families, coaches, and facilities.
- Fill gaps in operations, such as equipment, setup, and game-day staffing, when volunteer coverage falls short.

Volunteer, Coach & Program Lead Structure

- Recruit, onboard, and retain a deep bench of volunteers for each sport and program.
- Build and manage a structure of program leads for each sport, working with the Junior Hilltoppers Sport Presidents.
- Lead succession planning so every program has an identified next leader before the current one steps away.
- Partner with MUHS coaches on vetting volunteer coaches and aligning instruction with MUHS standards and Jesuit values.

Administration & Compliance

- Oversee participant registration and manage teams and rosters in TeamSnap.
- Ensure compliance with physical forms, Safe Environment Training, and background checks.
- Coordinate facilities and fields with the Athletics Department and external partners.
- Track equipment, uniforms, and inventory across programs.
- Maintain organizational records and serve as liaison to leagues and partner schools, including DSHA and Catholic grade schools.

Communication & Family Relationships

- Serve as the primary contact for parents, volunteers, and partner schools.
- Build relationships with families, giving each individual attention that defines Junior Hilltoppers.
- Manage program communications, registration pages, and parish and school newsletter content.

QUALIFICATIONS:

Required

- Strong organizational and project management skills.
- Excellent communication and interpersonal skills with parents, volunteers, coaches, and school leaders.
- Availability for regular evening and weekend work.
- Safe Environment and background requirements.

Preferred

- Experience in youth sports administration, coaching, or program management.
- Working knowledge of football, basketball, and volleyball.
- Experience recruiting and leading volunteers.
- Familiarity with Catholic school communities in the Milwaukee area.

SUPERVISION RECEIVED:

This position is supervised by Vice President of Communications and Marketing.

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.