

Wisconsin Sports Services

2801 International Lane, Suite 209,
Madison, WI 53704

Now Hiring!



Wisconsin Sport Services Job Title: Tournament Director Part-Time Weekends

The Wisconsin Sports Services (WSS) is an extension of the Minnesota Youth Athletic Services (MYAS), a 501c(3) non-profit organization created to serve the youth and adult sports populations existing in Minnesota and Wisconsin.

The organizations hold their non-profit status based on an educational foundation. Both the WSS and MYAS offer educational programs for coaches, umpires, referees, players and parents. The athletic programs are the "lifeblood" of the organizations where the educational programs provide the 'skeletal structure'.

We have created programs in the sports of youth basketball, youth baseball, youth fast pitch, youth wrestling and adult slow pitch.

All events ran by the MYAS and WSS are 'hosted' by a local sports group that shares in the revenues created by the event. Every event is essentially a fundraiser for the local sports groups in the communities of Wisconsin.

Our Motto: "Youth Sports Done Right"

Nature of Work

Tournament directors are responsible for:

- The complete on-site setup and tear down of all provided materials including tournament brackets, sponsorship advertising, rules, directional signage and more.
- Checking in teams prior to their participation to ensure that they comply with the participation rules for that tournament.
- Ensuring the duties of the host group and officials are being adequately covered.
- Communication with coaches, players and fans.
- Handing out trophies or other awards.
- Updating scores.
- Handling situations with weather, complaints, and other issues as they arise.
- Picking up the tournament supplies at the WSS office, typically on Friday morning, and dropping them off on Monday. (For locations more than 30 minutes away from our office we will bring supplies to you)
- Positively conducting yourself as a WSS representative.

Wage/Hours

- The wage and hours for the position vary depending upon the duration and size of the tournament.
- We offer one-, two-, and three-day tournaments. Most events take place on Saturday and Sunday. Occasionally, an event requires set up to take place on Friday evening. An hourly wage is available to part-time employees (\$15/hour).

About
WSS:



Desirable Knowledge, Skills, and Abilities

- General sports knowledge with a higher level of familiarity of the sports of basketball, fastpitch and baseball
- Ability to express themself clearly and concisely
- Ability to communicate and respond effectively with the public

Desirable Training and Experience

- Completion of or working toward an Associates or Bachelor's Degree in Sports Administration, Recreation Management or related program is preferred but not required.
- 1 or more years' experience working in recreation, sports or closely related field.

How to Apply

Send cover letter, resume, any letters of recommendation and other documentation to the email address below.

THERE IS NO CLOSING DATE FOR SUBMITTING RESUMES.

Send to:

Chelsey Rodenkirch, Program Director
chelsey@wisportsservices.org

The WSS does not discriminate on the basis of race, color, creed, national origin, religion, age, disability, sexual orientation or marital status in employment or the provision of services.

