Senior Program Administrator
San Antonio
Description of Services

Employment Status: Full Time with Benefits – 40 hours

Job Description

The Senior Program Administrator is responsible for overseeing administrative and support functions for Kinetic Kids' programming and development for organizational operations. This role involves direct interaction with families, participants, volunteers, and staff, ensuring the highest quality adaptive sports programming. The Senior Program Administrator also leads a team of contract program administrators who help provide program support.

Key Responsibilities

Program Administration

- Serve as assistant and liaison to key staff, contract program directors, and instructors, providing support for programs and events.
- Provide program support for recreational programs in San Antonio and satellite locations.
- Act as a resource for families and participants, sharing program information and updates.
- Manage the registration process each season, including rosters, PlayMetrics registration, medical release forms, parent consent forms, and surveys, in collaboration with the Senior Program Director.
- Support families and staff during season launches and finales.
- Coordinate program administrative coverage during the first two weeks and finales either directly or through delegation.
- Assist with survey collection and implementation at programs.
- Oversee and organize equipment and supply needs for all programming, including one-day events.
- Organize registration for resource fairs, secure admin or intern coverage, and manage PR crate, promotional materials, logistics of set up.

- Collaborate with the Operations Director and Senior Program Director to coordinate mailings for program schedules, fundraising pieces, and event materials.
- Manage the "Info," "Register," and personal email accounts, ensuring timely communication with staff, participants, volunteers, and stakeholders.
- Handle Kinetic Kids' direct phone line and disseminate information to KKU affiliate directors (Austin, Dallas/Fort Worth, Houston) and appropriate team members within Kinetic Kids
- Provide support to the Development Team in executing annual fundraising campaigns, including mail campaigns and events.

Office and Van Management

- Manage program inventory and storage areas.
- Oversee organization and maintenance of the storage unit.
- Lead biannual storage organization days with support from team members.
- Manage and/or delegate van registration, repairs, and maintenance.

Management

- Hire, train, and supervise contract administrative assistants for program coverage (first weeks, mid-season check-ins as needed, finales, and other assigned roles).
- Organize and delegate administrative tasks, deliveries, and event responsibilities to contract staff and interns.
- Oversee and delegate event coordination support roles as needed for annual fundraising events.

Collaboration

- Work closely with executive directors, the Operations Director, Senior Program Director, program staff, coaches, interns, program directors, and the Development Team.

Preferred Qualifications:

We are looking for candidates with a strong passion for and commitment to Kinetic Kids' mission of providing sports and recreation programs for children with special needs. Qualified applicants need to show a compassionate heart towards children with special needs.

- Bachelor's degree in Sports Management or related field of study is preferred.

- Desires flexible work environment.
    - The Senior Program Administrator plays a key role in supporting Kinetic Kids programming and must maintain a flexible schedule. This position requires evening and weekend availability periodically in conjunction with each program season, as well as additional evening commitments for organizational events throughout the year. In return, flexible scheduling allows for comp time during other parts of the work week.
- Physical requirements: this position requires loading and unloading program and event supplies, lifting and organizing equipment in a storage unit and other physical exertions to perform the job.
- Programs Utilized: Excel, PlayMetrics, Office365, SharePoint
- Proven excellent track record of organizational skills to handle a variety of tasks with ability to prioritize
- Excellent verbal, written communication, and presentation skills
- Leadership ability to lead multiple projects with team support and be consistent with deadlines
- Must be a self-starter with high energy, positive attitude, flexibility, teamwork, attention to detail, and high degree of initiative.
- Flexible to work remotely when in-office presence is not required, as well as collaboratively in a fast-paced, diverse team environment.
- Ability to communicate with diverse groups of people effectively & energetically.
- Ability to work with multiple audiences, including volunteers, staff, and participants.

Compensation:

Compensation will be determined based on years of experience and will be discussed more in interview process.

This position works closely with the Adaptive Sports Director, Operations Director, and key staff team.

Qualified candidates please submit resumes with an interest of employment statement to Tiffany@kinetickidstx.org and Vanessa@kinetickidstx.org.