



4210 198th Street Southwest, Suite 111
Lynnwood, WA 98036

425-673-4103
office@psrvb.org

JOB TITLE: Event Manager
START DATE: Negotiable
JOB CLASSIFICATION: Full-time, non-exempt, salaried position
COMPENSATION: \$72,000 - \$82,000 commensurate with experience and qualifications

BENEFITS

- Monthly wellness stipend
- Paid time off – 30 days per year
- Paid sick leave – 12 days per year
- Company cell phone provided
- Hybrid Remote
- Remote employees will receive a monthly stipend for internet usage
- Mileage reimbursement for work-related travel activities

ABOUT PUGET SOUND VOLLEYBALL ASSOCIATION (PSR)

PSR promotes, fosters, and teaches life-long lessons through volleyball in western Washington. As one of the 40 Regions of USA Volleyball, PSR is dedicated to providing quality volleyball opportunities through high caliber programs, member services, and community involvement.

REPORTING STRUCTURE & WORK ENVIRONMENT

- Reports to the Commissioner/CEO
- Supports the Member Services Manager during peak periods, as directed by the Commissioner/CEO
- Directly supervises, or assists with the supervision of independent contractors, interns, and volunteers
- Includes evening, weekend, and outdoor work
- Remote flexibility consideration for non-event work. Event work will be all over western Washington.
- Requires local and occasional national travel

SUMMARY OF DUTIES AND RESPONSIBILITIES *(not an exhaustive list)*

- **Tournament Management:** The Event Manager will have primary responsibility for managing our Girls Power League, Boys tournament series, Bid & Regional Championships, May Day Festival, Winter & Summer Beach National Qualifiers, and various region-hosted events. Management includes producing annual budgets for each event, facility scheduling, event registration, event seeding, event scheduling, event staffing, and general operational event support for each event. Utilize event management software (AES) to process team registrations, event grids, pool sheets, event results, etc. Provides on-site event support for region-hosted events, as needed. The Event Manager is the primary point of contact for all club-hosted events.
- **Management of Junior Athlete Development:** The Event Manager will have primary responsibility for managing the PSR Junior Athlete Development programs. Management includes selecting a program coordinator for boys and girls elite programming, grassroots development, and Try Volleyball programming. Responsible for drafting program-specific budgets with the program coordinator(s), facility scheduling, event staffing, coach selections, and general operational event support for each program.
- **Management of Event Equipment:** The Event Manager will be the primary point of contact for sponsorship, signage, and event equipment (balls, ball carts, PSR swag, uniforms, etc) for each event and program. Coordinate the needs of the region with current sponsors and ensure each event is properly sourced. Continue to innovate in the area of sponsorship to recommend and secure new partnerships with the CEO.
- **Officials & TDs:** The Event Manager works closely with the PSR Officials Chair and PSR Assignor to provide event scheduling assistance. Coordinate with Officially Human to provide Officially Human





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resources and to administer the PSR Purple Card Policy reeducation process. Directly supervises, recruits, and trains site directors for all PSR-hosted events and provides training to all club-hosted tournament directors. The Event Manager is responsible for maintaining and editing the PSR Tournament Director Manual, BRQ Manual, and is responsible for the approval of all events issued a USAV event sanction.

- **Program Support:** Collaborate with all members of the PSR staff. Many projects require significant teamwork. Some examples include: creation of the annual tournament schedule, processing tournament results, meeting with various program specific organizations, annual budget creation, and annual review of the region's publications and forms. The Event Manager will facilitate a Junior Club Directors Event Development Committee and the quarterly Club Directors Forum. The Event Manager represents the region on the USAV Junior Advisory Council.
- **General Office Administration:** All PSR staff members share the responsibility of managing basic office administration, event logistical support, and are expected to support each other.

ESSENTIAL QUALIFICATIONS

- A strong commitment to PSR's mission
- Bachelor's degree with 3+ years professional work experience
- Impeccable attention to detail and customer service skills
- Excellent verbal and written communication skills
- Excellent problem solver, critical & creative thinker, and resilient while adapting to rapidly changing situations
- Excellent interpersonal skills, organizational prowess, and executive presence
- Intrinsically motivated and works independently
- Ability to lift and move heavy, awkward-shaped objects without assistance
- Sense of humor, patience, a willingness to learn, and an ability to innovate!

PREFERRED QUALIFICATIONS

- Proven experience within the sports community, leading and managing sport-specific activities
- Master's degree with 3+ years professional work experience
- Experience in the non-profit sector (as an employee, administrator, or board member)
- Experience with tournament management software (AES, TM2Sign, SportsWrench)
- Experience with Sports Engine products (Website, MMS)
- Proficient with Microsoft 365 Suite, Google Suite, Dropbox, Teams, Zoom, and task/project tools
- Proficient with various social media applications (Facebook, Instagram, Twitter)
- Demonstrated leadership and vision in managing diverse groups and projects
- Excellent interpersonal skills and a collaborative management style
- Demonstrated commitment to high professional ethical standards and a diverse workplace
- Excel when operating in a fast-paced, community environment
- Ability to evaluate and discuss issues of importance to the organization
- Ability to look at situations from several points of view

REQUIRED SUBMISSIONS (all submissions are done online)

- Cover letter; maximum one page; detail desire for the job
- Professional resume with two professional references and one personal reference
- Completed online job application

NOTES

- PSR staff members are not permitted to be affiliated with a club in any capacity.





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- Coaching elementary, middle school, high school, or college volleyball is highly discouraged.
- Employment is contingent on obtaining a USA Volleyball membership in the PSR, pass a USAV background screen, and completing a Safesport certification.
- Submission of an application for this job does not guarantee an interview or that the candidate will be invited to move forward with the application process. PSR is not obligated to make a hire based on this job posting. Incomplete or late submissions will not be considered.
- Should a current PSR club director/coach/administrator or PSR board member be hired for this position, they must immediately relinquish whatever positions they have within those organizations before the scheduled start date. No exceptions will be granted.

APPLICATION DEADLINE: JULY 11, 2025 – 5:00 PM PT

The Puget Sound Volleyball Association is committed to providing equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, sexual orientation, gender identity, disability, sex, or age.

