

**Full Tilt Sports Teamwork-Revere Indoor Sports Center**

321 Charger St.

Revere, Ma.

**Title: League Administrator**

**Organization Name: Full Tilt Sports**

\*No of Openings: 1

\*Work Schedule: weekdays afternoons - Sunday afternoons

\*Hours per Week: 6-10

\*Wage/Salary: stipend

\*Employment Start Date: 12/15/ 08 - 1/2/09

Employment End Date: 3/27/09

Supervisor: Kevin Rich

\*Job Description: Responsibilities

Co-ordinate,deliver and assist in league activities and events.

Assist with website upgrades and updates

Contact client base and potential clients thru email, mailers and phone

Assist in the development of marketing, advertising and promotional plans

Communicate with coaches, facility mgrs., officials, players, parents and other personnel

Qualifications: strong verbal & written communications skills

proficient in word excel, PowerPoint/ website administration, Illustrator or Photoshop

\*Application Instructions: Please send your resume by email- fulltiltsports@yahoo.com