

TITLE: Operations Manager
REPORTS TO: Director of Operations
EMPLOYEE TYPE: Full-Time, Exempt, Remote
ANNUAL SALARY RANGE: \$53,000 - \$65,000
POST DATE: February 9, 2024

The National Senior Games Association, Inc. (NSGA) is a nonprofit organization dedicated to promoting the benefits of competitive sports, physical fitness, and active aging to adults ages 50+.

NSGA is an Affiliate Organization Council Member of the United States Olympic Paralympic Committee and governs the biennial National Senior Games, the largest qualified multi-sport event in the world for athletes over age 50. The NSGA is also the national umbrella organization for Senior Games, with 50 members who conduct Qualifying State Senior Games in nearly every state and Canada. For more information, visit NSGA.com and follow [@SeniorGames1](https://www.instagram.com/SeniorGames1) on social media.

Position Summary

Assist in the planning, management, and execution of all operational aspects of The Games and other organizational events to include logistics, venue preparation, signage and décor, hospitality, transportation, website management, personnel recruitment, medical support, security, volunteer management, special events and other ancillary support.

Responsibilities (to include but not limited to)

- Keeps the organization's mission, vision and values at the forefront of decision-making and action.
- Assist in development and managing the procurement of all sport and event-related equipment and ensure competition and field of play support.
- Work closely with the Director of Operations to develop and manage event timelines and operational manuals.
- Ensure successful event execution while exhibiting the highest level of critical thinking skills.
- Assist with the Games staff scheduling who will assist in event execution.
- Serve as a liaison to the National and Local Sports Chairs.
- Assist in additional events when assigned.
- Assist in securing sport equipment necessary for each sport.
- Attending BOD and committee meetings as needed via phone, zoom or in person.
- Have the flexibility to work nights and weekends.
- Ability to travel.

Skills

- Event and sport management experience, preferably at a national caliber level.
- Excellent interpersonal skills to communicate effectively and respectfully with staff, athletes, sponsors, and volunteers.
- Initiative-taking and goal oriented.
- Accuracy and attention to detail required.
- Ability to prioritize and manage multiple projects effectively and efficiently.
- A collaborative team player who cares about the team's success.
- Ability to respond to emergencies in a timely manner.
- A proven record of following directives and being responsible for tasks which have been assigned.
- Ability to work both independently and with supervision as part of a team.

Experience/Qualifications

- Bachelor's degree from an accredited college or university with major course work in sports management, recreation, physical education, or a related field.
- Preferred 2-5+ years of experience in sport and/or event management.
- Proficiency with Adobe, PowerPoint, Word and Excel and a willingness to learn innovative programs.
- Good Driving record.
- Employment is contingent upon completion of a clean background check for Federal and State.

Benefits

Hiring Salary Range \$53,000 - \$65,000 based on candidate's experience.

Paid holidays, Health Care, Dental, Vision plans, 401K plan, Paid vacation and Sick time.

Applications will be accepted until the position is filled. All applicants must submit their cover letter, resume and references to:

Jason Mountain
Director of Operations
jmountain@nsga.com

Equal Opportunity Statement

It is the policy of NSGA to provide equal employment opportunity for all applicants and employees. NSGA does not unlawfully discriminate on the basis of race, color, creed, pregnancy, religion, sex, sexual orientation, gender, gender identity, national origin, age, disability, veteran status, marital status, genetic information, or other status protected by federal, state, or local law.