

JOB DESCRIPTION

TITLE:	Operations Coordinator
REPORTS TO:	Director of Operations and Logistics, Operations Manager
EMPLOYEE TYPE:	Full-Time, Remote Work from contiguous United States.
ANNUAL SALARY RANGE:	\$51,000 - \$56,000
POST DATE:	June 29, 2026
START DATE:	August 17, 2026

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+. We host the biennial National Senior Games, which is the largest qualified multi-sport event for athletes ages 50-100+. The National Senior Games typically draw over 11,000 participants to compete in 26 sports over 12 days and inspire people of all ages to get active for their health and well-being.

The NSGA is also the national umbrella organization for Senior Games. Our 50 Member Organizations span nearly every state and Canada and host sanctioned State Senior Games in their area. Each year, over 100,000 individuals participate in Senior Games events at the local, state and national level.

We are a proud member of the United States Olympic Paralympic Committee Affiliate Organizations Council. For more information, visit [NSGA.com](https://www.nsga.com) and follow @SeniorGames1 on social media.

Position Summary

Assist in the planning, management and execution of all operational aspects of the National Games and other organizational events. This includes logistics, venue preparation, equipment procurement, signage and décor, hospitality, transportation, website review, personnel recruitment, medical support, security, volunteer management, special events and other ancillary support.

Job Responsibilities (including, but not limited to)

- Keep the organization's mission, vision and values at the forefront of decision-making and action.
- Assist in developing and managing the procurement of all sport and event-related equipment and ensure competition and field of play support.
- Assist in creating venue layouts and sport operational plans.
- Work closely with the Director of Operations and Operations Manager to develop and manage event timelines, competition schedules, website content and staffing plans.
- Assist in management and updates of competition rulebook with a deep knowledge and understanding of the rules and formats used for all sports.
- Help create and support ancillary operational plans including signage, transportation, hospitality, volunteerism and others as assigned.
- Serve as a liaison to the National and Local Sports Chairs.
- Collaborate with other departments on cross-functional projects.
- Assist in additional organizational events when assigned.



- Attend Board of Directors and committee meetings as needed via phone, Zoom or in person.
- Have the flexibility to work nights and weekends.
- Travel for organizational conferences and site visits several times annually.

Skills

- Event and sport management experience.
- Excellent interpersonal skills for clear, respectful communication with staff, vendors, athletes, sponsors and volunteers.
- Self-motivated and goal-oriented with strong attention to detail.
- Ability to prioritize and manage multiple projects simultaneously.
- Collaborative team player who cares about the team's success.
- Ability to problem-solve and quickly respond to emergencies.
- 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 Google Suite, PowerPoint, Word and Excel and a willingness to learn innovative programs.
- Employment is contingent upon completion of a clean background check for Federal and State.

Benefits

Hiring Salary Range: \$51,000 - \$56,000 based on candidate's experience

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

Application Instructions

Submit a cover letter outlining your interest in this position, resume and references to:

Jason Mountain
Director of Operations & Logistics
jmountain@nsga.com

The deadline for applications is July 17, 2026.

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.