



### **Part Time Coordinator, Facilities Operations and Events**

3STEP is designed to give every athlete, parent, and coach involved the premier sport experience. Established in 2001, 3STEP operates more than 1,100 events and dozens of club programs for athletes ages 8-18 spanning 40+ states and across seven sports.

3STEP Sports is seeking a Facilities Staff to work with outside organizations and groups that are holding events in multiple 3STEP facilities, multiple locations in New England. The Facilities Staff will report to the Manager, Facilities Operations and Events. This is a part-time, hourly position. Flexible Scheduling available.

3STEP Sports  
200 Ballardvale  
Street – Bldg 2,  
Floor 3  
Wilmington, MA  
01887

#### **Responsibilities and Skills:**

- Coordinate with outside organizations/group contacts to plan for and ensure successful events in conjunction with the Regional Manager/Director, Facilities.
- Assist with website and social media marketing with platforms used at specific facilities that follow 3Step guidelines with Regional Manager/Director, Facilities
- Assist in house leagues in conjunction with Regional Manager/Director, Facilities
- Maintain schedule and groups that are utilizing specific space within the facility.
- Front Desk duties as assigned by Regional Manager/Director, Facilities
- Work with Facilities staff of 3STEP and Internal Programming on day of event set-up.
- Act as point of contact for outside organizations/groups holding events at the facility on the day of the scheduled event.
- Must have great customer service
- Must be energetic, personable, and professional.
- Must have excellent communication skills and the ability to speak confidently and professionally with outside groups.
- Possess strong organizational skills; detail oriented and ability to multi-task.
- Schedule will vary at times. Must be available to be on-call during weekends. Must be flexible to work nights and weekends. Schedules will vary week to week depending on staff availability.
- Must be able to lift objects and set up for events prior to their scheduled date/time.
- Must keep a clean and organized workspace and facility
- Knowledge of Microsoft Office and some web management is a plus