Contracted Sports and Development Manager

Under the Lights Flag Football and Healthy Futures Initiative

Position Classification

Independent Contractor — 1099

Reports To

Executive Director, League Commissioner

Contract Schedule

Seasonal and year-round responsibilities, including evenings, weekends, practices, games, meetings, community events, and special programming.

Program Locations

Harrisburg, York, Berks County, and other approved program locations, as assigned.

Position Summary

The Contracted Sports and Development Manager provides leadership, coordination, and operational oversight for Under the Lights Flag Football and the Healthy Futures Initiative.

Under the Lights Flag Football is an established youth flag football program powered by Under Armour and Unrivaled Sports. The Healthy Futures Initiative works alongside the league to expand the benefits of athletic participation through health education, mental wellness programming, family engagement, leadership development, academic support, preventive health resources, and connections to community services.

The Sports and Development Manager is responsible for ensuring that the athletic and youth-development components of both programs are implemented safely, consistently, and effectively. The Manager will lead the recruitment, onboarding, training, supervision, and development of coaches, assistant coaches, junior referees, field hands, volunteers, and other game-day personnel.

The Manager will become proficient in all applicable flag football rules, successfully complete the required national coaching certification, develop age-appropriate playbooks and coaching resources, lead staff meetings and training sessions, and establish consistent standards across all teams and program locations.

The Manager will also support the integration of Healthy Futures activities into league practices, games, family events, camps, clinics, and special programming. This includes collaborating with health educators, social workers, case managers, tutors, healthcare partners, community organizations, and volunteers to create a comprehensive sports-based youth development experience.

Essential Duties and Responsibilities

1. Flag Football Program Leadership

- Provide day-to-day leadership for Under the Lights Flag Football operations.
- Support the planning, implementation, and evaluation of seasonal leagues, practices, games, camps, clinics, tournaments, combines, and special events.
- Ensure the local program operates in accordance with Under the Lights, Under Armour, Unrivaled Sports, and organizational standards.
- Develop and maintain a consistent program structure across teams, age divisions, and field locations.
- Assist with the development of seasonal calendars, practice schedules, game schedules, staff assignments, and event timelines.
- Coordinate with organizational leadership regarding program goals, staffing needs, field usage, equipment, registration, and program expansion.
- Serve as a visible and accessible leader for coaches, families, athletes, referees, volunteers, and community partners.
- Help create a positive league culture centered on safety, inclusion, sportsmanship, accountability, teamwork, and youth development.

2. Rules Knowledge and National Coaching Certification

- Learn and maintain comprehensive knowledge of all applicable Under the Lights and flag football rules.
- Successfully complete and pass the required national coaching certification within the timeframe established by the organization.
- Maintain all certifications required under the contract.
- Teach coaches, referees, players, volunteers, and parents the rules and expectations of the league.
- Provide clear rule interpretations and promote consistent enforcement across games and program locations.
- Remain informed of rule changes, coaching standards, safety expectations, and best practices in youth flag football.
- Develop simplified rule guides and reference materials for coaches, junior referees, families, and volunteers.

3. Playbook and Curriculum Development

- Develop age-appropriate offensive and defensive playbooks for each league division.
- Create beginner, intermediate, and advanced skill-development resources.
- Develop position-specific drills and instructional guides.
- Create standardized practice plans that coaches may adapt based on player age, skill level, and team needs.
- Develop teaching progressions for passing, catching, route running, flag pulling, defensive positioning, ball handling, teamwork, and game awareness.
- Ensure playbooks and drills are developmentally appropriate and promote equitable participation.
- Develop coach manuals, practice templates, game-day checklists, and season-planning tools.
- Review and update coaching materials before each season.
- Incorporate leadership, teamwork, confidence, discipline, healthy decision-making, and character development into the athletic curriculum.
- Ensure playbooks and coaching materials are consistent with program rules, safety practices, and organizational standards.

4. Coach Recruitment and Development

- Recruit qualified and diverse coaches and assistant coaches for each season and program location.
- Develop outreach strategies to recruit coaches through schools, colleges, athletic programs, community organizations, businesses, professional networks, and former participants.
- Interview and recommend coaching candidates.
- Support the completion of required background checks, clearances, certifications, and onboarding documentation.
- Conduct preseason coach orientation and training.
- Lead ongoing professional-development sessions for coaches.
- Teach coaches how to implement playbooks, practice plans, safety protocols, and Healthy Futures activities.
- Provide coaches with ongoing feedback, mentorship, technical support, and conflict-resolution assistance.
- Observe practices and games to evaluate coaching performance and program consistency.
- Develop corrective-action or improvement plans when a coach does not meet program expectations.
- Recognize and develop high-performing coaches for future leadership roles.

- Maintain a pipeline of prospective coaches and assistant coaches for future seasons and program expansion.

5. Junior Referee Development

- Recruit teenagers and young adults to serve as junior referees.
- Establish a structured junior referee training and leadership-development program.
- Teach junior referees the rules of flag football, positioning, communication, conflict management, professionalism, and game control.
- Pair junior referees with experienced officials or mentors when appropriate.
- Schedule junior referees based on experience, maturity, and game assignments.
- Monitor performance and provide constructive feedback.
- Promote officiating as an opportunity for youth employment, leadership development, workforce readiness, and community engagement.
- Maintain records of referee training, assignments, hours, evaluations, and advancement.
- Address inappropriate conduct or inconsistent rule enforcement promptly and professionally.

6. Field Hands and Game-Day Staff

- Recruit, train, schedule, and supervise field hands, scorekeepers, timekeepers, volunteers, and other game-day personnel.
- Develop clear job duties and expectations for each game-day position.
- Conduct game-day staff briefings before league activities begin.
- Ensure fields are properly prepared, marked, equipped, and inspected.
- Coordinate field setup and breakdown.
- Oversee equipment distribution, collection, inventory, and storage.
- Ensure footballs, flags, cones, first-aid supplies, signage, hydration stations, and other materials are available.
- Monitor game-day flow and address operational concerns quickly.
- Ensure fields and spectator areas remain safe, organized, welcoming, and accessible.
- Document and report equipment loss, facility damage, safety concerns, or staffing issues.

7. Staff Leadership and Supervision

- Provide leadership to coaches, assistant coaches, referees, junior referees, field hands, and volunteers.
- Lead preseason, weekly, midseason, and postseason staff meetings.
- Develop meeting agendas, training materials, and follow-up action items.

- Communicate schedules, program updates, rule changes, expectations, and assignments clearly and promptly.
- Promote teamwork and accountability among program personnel.
- Address staff concerns, interpersonal conflicts, attendance problems, and performance issues.
- Escalate serious personnel, safety, or conduct concerns to organizational leadership.
- Maintain professional boundaries and ensure all staff interact appropriately with minors and families.
- Help establish a supportive environment in which staff and volunteers feel prepared, valued, and accountable.

8. Healthy Futures Initiative Integration

- Work with organizational leadership to integrate Healthy Futures programming into the Under the Lights experience.
- Coordinate age-appropriate health and wellness activities during practices, games, camps, clinics, and family events.
- Support programming focused on:
    - Physical activity and fitness
    - Nutrition and healthy eating
    - Hydration
    - Mental and emotional wellness
    - Stress management
    - Self-esteem and confidence
    - Injury prevention
    - Preventive healthcare
    - Healthy sleep habits
    - Positive relationships
    - Leadership and decision-making
    - Academic engagement
    - Family stability
- Ensure coaches understand their role in reinforcing Healthy Futures messages.
- Incorporate short wellness lessons, health challenges, family activities, and positive-development exercises into the season.
- Coordinate with health educators, healthcare professionals, social workers, case managers, tutors, and community partners.
- Help ensure that wellness activities complement, rather than replace or disrupt, the established Under the Lights league format.

- Support the creation of a safe-haven environment where youth feel physically and emotionally secure.
- Promote the understanding that coaches are mentors and positive role models, not medical or behavioral-health providers.

9. Youth Development and Mentorship

- Ensure all program activities reflect a positive youth-development approach.
- Encourage coaches to build supportive relationships with participants.
- Promote confidence, resilience, responsibility, communication, leadership, and teamwork.
- Create opportunities for youth to take on age-appropriate leadership roles.
- Support the development of team captains, junior coaches, peer mentors, and junior officials.
- Ensure participants receive meaningful opportunities to learn and play, regardless of experience or skill level.
- Help identify participants who may benefit from additional support or referrals.
- Follow organizational procedures when concerns arise involving a child's safety, behavior, attendance, health, or family circumstances.
- Maintain confidentiality and professional boundaries when handling participant information.

10. Family Engagement

- Help create a welcoming and inclusive environment for parents, guardians, and caregivers.
- Communicate program expectations, schedules, rules, and updates to families.
- Participate in parent orientations and preseason meetings.
- Explain the relationship between Under the Lights Flag Football and the Healthy Futures Initiative.
- Encourage family participation in health education, wellness challenges, community events, and volunteer activities.
- Respond to parent questions and concerns professionally.
- Address complaints and conflicts in accordance with organizational procedures.
- Connect families to designated organizational staff when they request housing, health, behavioral-health, food, educational, workforce, or social-service resources.
- Support family appreciation activities, recognition events, and postseason celebrations.

11. Safety, Participant Protection, and Risk Management

- Promote a physically and emotionally safe environment for all participants.
- Enforce applicable safety protocols and codes of conduct.

- Ensure coaches and staff understand concussion awareness, heat safety, hydration, injury prevention, and emergency procedures.
- Inspect fields and equipment for hazards before activities begin.
- Coordinate with athletic trainers, medical personnel, or designated safety staff when available.
- Ensure injuries, incidents, complaints, and safety concerns are documented and reported.
- Follow mandated-reporting and child-protection requirements.
- Immediately report suspected abuse, neglect, harassment, bullying, discrimination, or inappropriate adult conduct in accordance with law and organizational policy.
- Ensure emergency contact information and incident forms are accessible during program activities.
- Participate in emergency-action planning and drills.
- Promote proper supervision and participant-release procedures.
- Ensure volunteers and staff do not transport participants unless specifically authorized under organizational policy.

12. Community Outreach and Player Recruitment

- Assist with recruiting youth participants across program communities.
- Build relationships with schools, recreation departments, youth organizations, housing communities, healthcare providers, faith-based organizations, and community groups.
- Participate in community events, registration drives, informational sessions, and youth outreach activities.
- Support strategies to reach families who may experience financial, transportation, language, or informational barriers.
- Help develop relationships with athletic directors, physical-education teachers, school counselors, coaches, and youth-service providers.
- Promote opportunities for scholarships, reduced-cost registration, equipment assistance, and wraparound services when available.
- Represent the program professionally in the community.

13. Partnership and Sponsor Engagement

- Support relationships with Under Armour, Unrivaled Sports, healthcare partners, funders, sponsors, vendors, schools, and community organizations.
- Participate in sponsor-supported events, clinics, health fairs, ribbon cuttings, press events, and community activations.
- Ensure sponsor recognition is displayed appropriately at approved events.
- Help identify potential program partners and in-kind contributors.

- Support the collection of participant stories, photographs, attendance information, and program highlights for approved reports and communications.
- Follow all organizational requirements regarding media releases, participant privacy, branding, and sponsor recognition.
- Maintain professional communication with partners and promptly refer funding or contractual discussions to organizational leadership.

14. Program Growth and Site Development

- Assist organizational leadership with expanding Under the Lights and Healthy Futures programming into additional communities.
- Help assess prospective field sites, facilities, staffing needs, equipment needs, community interest, and operational readiness.
- Develop repeatable systems that allow programming to be implemented consistently across multiple locations.
- Support the development of site-specific staffing plans and operational procedures.
- Recruit local coaches, referees, volunteers, and partners for new program locations.
- Identify challenges that may affect participation, including transportation, scheduling, facility access, affordability, and family communication.
- Recommend strategies to strengthen registration, retention, program quality, and community visibility.
- Help establish a leadership structure that can support Harrisburg, York, Berks County, and future program locations.

15. Administrative and Reporting Responsibilities

- Maintain accurate records of coaches, referees, junior referees, volunteers, and game-day staff.
- Track certifications, clearances, training completion, attendance, and assignments.
- Submit activity reports according to the contract schedule.
- Maintain copies of meeting agendas, sign-in sheets, training materials, and staff communications.
- Assist with participant attendance and engagement tracking.
- Document practices, games, clinics, wellness activities, family events, and community outreach.
- Support the collection of program data, including:
    - Youth enrollment
    - Attendance
    - Participant retention
    - Family participation

    - Coach and volunteer recruitment
    - Staff training completion
    - Wellness-program participation
    - Injuries and incidents
    - Participant and family satisfaction
    - Referrals to community resources
- Assist with surveys, evaluations, and continuous-quality-improvement activities.
- Provide documentation needed for sponsor, funder, board, and grant reports.
- Protect confidential participant, family, employee, and organizational information.

16. Equipment and Inventory Management

- Maintain an accurate inventory of football equipment, field supplies, uniforms, flags, cones, training materials, and wellness-program resources.
- Coordinate distribution and collection of equipment.
- Report damaged, missing, or unsafe equipment.
- Recommend equipment purchases and replacements.
- Promote responsible use and storage of organizational property.
- Assist with establishing equipment procedures for multiple program sites.

17. Communications and Public Representation

- Communicate professionally with participants, families, staff, volunteers, partners, and community members.
- Provide timely updates regarding schedules, weather, cancellations, field changes, and program expectations.
- Support approved social-media content, program announcements, photographs, and participant highlights.
- Refer media inquiries to designated organizational leadership unless otherwise authorized.
- Protect participant confidentiality and comply with photo-release requirements.
- Represent Under the Lights Flag Football and the Healthy Futures Initiative in a positive and professional manner.

Required Deliverables

The contracted Manager will be expected to complete deliverables that may include:

- National coaching certification
- Comprehensive flag football rules guide
- Age-divisional offensive playbooks

- Age-divisional defensive playbooks
- Standardized practice-plan templates
- Coach orientation curriculum
- Coach handbook
- Junior referee training curriculum
- Field-hand and game-day staff guide
- Game-day operations checklist
- Equipment inventory system
- Emergency and incident-response procedures
- Staff recruitment plan
- Coach and volunteer roster
- Seasonal staffing schedule
- Meeting agendas and attendance records
- Weekly or monthly activity reports
- Healthy Futures integration plan
- Family-engagement calendar
- Program evaluation and postseason report
- Recommendations for program growth and improvement

Specific deadlines and formats will be established in the independent contractor agreement or approved scope of work.

Minimum Qualifications

- High school diploma or equivalent required.
- At least three years of experience in coaching, athletics, recreation, youth development, education, or a related field.
- At least one year of experience leading staff, coaches, volunteers, or athletic personnel.
- Demonstrated knowledge of youth sports operations.
- Ability to learn, interpret, and teach flag football rules.
- Ability to develop coaching plans, drills, playbooks, and training materials.
- Strong leadership, communication, organization, and conflict-resolution skills.
- Ability to work effectively with children, families, volunteers, and community partners.
- Ability to complete required national coaching certification.
- Ability to complete criminal-history, child-abuse, FBI, and other required background clearances.
- Reliable transportation and ability to travel between program locations.
- Availability to work evenings, weekends, and seasonal events.

- Ability to use email, virtual meeting platforms, spreadsheets, scheduling systems, and basic program-management technology.

Preferred Qualifications

- Bachelor's degree in sports management, recreation, education, public health, social work, youth development, business, or a related field.
- Previous flag football coaching or league-management experience.
- Experience with Under the Lights Flag Football or a comparable youth sports league.
- National youth coaching certification.
- CPR, AED, and First Aid certification.
- Concussion-awareness, heat-safety, or youth-protection training.
- Experience developing athletic curricula, playbooks, or coach-training programs.
- Experience recruiting and supervising volunteers.
- Experience working with youth from underserved or historically marginalized communities.
- Experience supporting health, wellness, mentoring, or family-engagement programming.
- Experience managing programs across multiple locations.
- Bilingual English and Spanish communication skills.

Core Competencies

The successful contractor will demonstrate:

- Youth-centered leadership
- Positive coaching philosophy
- Program development
- Staff supervision
- Volunteer management
- Curriculum development
- Effective communication
- Conflict resolution
- Cultural responsiveness
- Reliability and accountability
- Strategic thinking
- Organization and time management
- Problem-solving
- Adaptability

- Community engagement
- Commitment to safety
- Professional boundaries
- Integrity and discretion
- Ability to motivate others
- Commitment to health equity and inclusive participation

Performance Measures

Performance may be evaluated based on:

- Completion and maintenance of required certifications.
- Quality and timely completion of playbooks, manuals, and training materials.
- Number and quality of coaches, referees, junior referees, and volunteers recruited.
- Staff onboarding and training completion rates.
- Coach and volunteer retention.
- Consistency of practices and game-day operations.
- Compliance with league rules and safety expectations.
- Participant registration, attendance, and retention.
- Family engagement and satisfaction.
- Integration of Healthy Futures activities.
- Timeliness and accuracy of reports and documentation.
- Equipment accountability.
- Staff professionalism and responsiveness.
- Reduction in avoidable game-day problems.
- Effectiveness in resolving concerns and conflicts.
- Growth of youth leadership and junior referee opportunities.
- Progress toward establishing sustainable programming across multiple locations.
- Feedback from participants, families, staff, partners, and organizational leadership.

Physical and Environmental Requirements

The contracted Manager must be able to:

- Stand, walk, bend, and move for extended periods.
- Demonstrate athletic drills and flag football techniques.
- Lift and carry equipment weighing up to 50 pounds.
- Work outdoors in varying temperatures and weather conditions.
- Travel between fields, offices, schools, and community locations.

- Communicate clearly in active and sometimes noisy athletic environments.
- Respond promptly to field-level concerns and emergencies.

Reasonable accommodations may be considered when they do not prevent the contractor from completing the essential services required under the contract.

Independent Contractor Relationship

This position is structured as an independent contractor engagement. The contractor is not an employee of the organization and is not eligible for employee benefits, paid leave, unemployment benefits, retirement benefits, or other benefits ordinarily provided to employees.

The contractor is responsible for applicable federal, state, and local taxes, insurance, licenses, transportation, equipment, and business expenses unless otherwise stated in the written agreement.

The contractor will provide services in accordance with an approved scope of work, contract schedule, organizational policies, applicable laws, youth-protection standards, and program requirements.

Nothing in this job description authorizes the contractor to enter into contracts, make financial commitments, hire or terminate employees, speak on behalf of the organization to the media, or obligate organizational funds without written authorization.

Compensation

Compensation will be established through the independent contractor agreement and may be structured as a seasonal fee, monthly retainer, hourly rate, milestone-based payment, or combination of payment methods.

Compensation will reflect:

- Number of program locations
- Number of league seasons
- Required meetings and training sessions
- Game-day responsibilities
- Curriculum-development deliverables
- Staff recruitment and supervision
- Healthy Futures programming
- Community outreach and partnership activities
- Administrative and reporting requirements
- Travel expectations

- Camps, clinics, tournaments, and special events

Equal Opportunity and Inclusion

The organization is committed to providing an inclusive environment for participants, families, contractors, volunteers, and partners. Services must be delivered without discrimination based on race, color, ethnicity, national origin, religion, sex, gender, gender identity, sexual orientation, age, disability, family status, socioeconomic status, or any other protected characteristic.

The Sports and Development Manager is expected to promote equitable access, respectful communication, culturally responsive programming, and meaningful participation for youth of all backgrounds and skill levels.

Position Impact

The Contracted Sports and Development Manager will help transform youth flag football into a comprehensive pathway for health, mentorship, family engagement, leadership, and community connection.

Through Under the Lights Flag Football and the Healthy Futures Initiative, the Manager will help youth improve athletic skills while also building confidence, developing healthy habits, strengthening relationships, and gaining access to supportive adults and community resources.

The position is essential to building a sustainable program model that can grow across Harrisburg, York, Berks County, and additional communities throughout Pennsylvania.

Acknowledgment of Receipt and Understanding of Job Description

I acknowledge that I have received, reviewed, and read the job description for the position of **Contracted Sports and Development Manager for Under the Lights Flag Football and the Healthy Futures Initiative**.

I understand the duties, responsibilities, qualifications, performance expectations, reporting relationships, and other requirements described in this job description. I have had an opportunity to ask questions and request clarification regarding any portion of the job description that I did not understand.

I understand that I am expected to perform the essential duties and responsibilities of the position in a professional, timely, safe, and satisfactory manner. I also understand that I may be assigned

other reasonable duties that are consistent with the purpose and scope of the position and the needs of the organization.

I understand that this job description is intended to provide a general summary of the position's primary duties and responsibilities. It is not intended to include every task, responsibility, or condition associated with the position. The organization may revise, supplement, or update the job description as program needs, operational requirements, funding obligations, or organizational priorities change. When material changes are made, they will be communicated to me.

My signature confirms only that I have received, read, and understand the job description. It does not necessarily indicate agreement with every provision, nor does it create a contract of employment or alter the terms of any existing employment or independent contractor agreement.

Staff Member/Contractor Acknowledgment

Staff Member/Contractor Name: _____

Position Title: _____

Signature: _____

Date: _____

Supervisor/Organizational Representative Acknowledgment

Supervisor/Representative Name: _____

Title: _____

Signature: _____

Date: _____

Staff Member/Contractor Comments, Questions, or Requested Clarifications

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