



Programs of the Western Pennsylvania School for the Deaf

POSITION TITLE:

Mighty Mites Coordinator

REPORTS TO:

Athletic Director

LOCATION:

Western Pennsylvania School for the Deaf
300 E Swissvale Ave, Pittsburgh, PA 15218

STARTING DATE:

ASAP

JOB DESCRIPTION:

This is a part-time, non-professional position. Responsibilities include:

- Responsible for all Mighty Mites programming through three athletic seasons (volleyball, soccer, basketball, cheerleading)
- Develop and distribute participation letter to all parents
- Work with the Health Center in making sure all required physicals and medical consents are current for allowing participation
- Schedules referees
- Obtain appropriate medications, AED, and oxygen tanks including medical clearance forms are carried to each away games
- Set up Mighty Mites gathering for each season, food, awards, permissions, transportation
- Coordinates all transportation plans for away games
- Contact schools, agencies, clubs to set up games
- Initiates developmental and conditioning program with the Athletic Director
- Selection of Mighty Mites coaches
- Screens parental volunteers with Human Resources
- Keeps an inventory of all sports equipment and uniforms

MINIMUM QUALIFICATIONS:

The Mighty Mites Coordinator should have broad knowledge in student athletics, scheduling and transportation.

SIGNING REQUIREMENTS:

This position will be rated using Sign Language Proficiency Interview (SLPI). The Proficiency Level for the position is "Advanced." The minimum level accepted at hire is "Intermediate."

CLEARANCES REQUIRED:

PA Criminal Background, PA Child Abuse, Certification of PA Mandated Reporting Training, and FBI Clearances required.

APPLICATION PROCEDURE:

Send letter of application and resume via email or by fax to:

Lauren Hayes
Director of Human Resources
Western Pennsylvania School for the Deaf
300 East Swissvale Avenue
Pittsburgh, Pennsylvania 15218
lhayes@wpsd.org
Fax: (412) 244-4210

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