



Alaska Sports Hall of Fame Job Description

Job Title: Healthy Futures Coordinator

General Information: Healthy Futures – the signature program of the Alaska Sports Hall of Fame – is a statewide initiative working to empower Alaska’s youth to build the habit of daily physical activity.

Job Responsibilities: The Healthy Futures Program Coordinator is responsible for managing aspects of the day-to-day activities of the Healthy Futures programs.

* All positions at the Alaska Sports Hall of Fame may have responsibilities altered during the course of employment due to organizational imperatives.

Qualifications: Bachelor’s degree preferred. Strong written and verbal communication skills. Proficiency in Word, Excel and Powerpoint. Website maintenance skills preferred. Must be able to work independently, meet deadlines without supervision, and be able to participate in occasional meetings and events outside of normal business hours. Must have the ability to travel to various events and locations regularly and in a timely manner.

Supervision: Reports to the Alaska Sports Hall of Fame Executive Director.

Responsibilities (General)

Fundraising & Communications

- Design and write program printed materials and press releases
- Maintain Healthy Futures website & social media accounts
- Act as Healthy Futures spokesperson at community and school events
- Write bids and submits grant proposals
- Advocate for funding from businesses and organizations (i.e. school boards, assemblies, legislative bodies) for programming aimed at providing youth physically active opportunities

Planning & Budgeting

- Determine programming needs and provide feedback for budget
- Make budget recommendations to Executive Director

Contracts Administration

- Provide daily governance and oversight of the identified deliverables within all current contracts and grants
- Act as the liaison with contracts and grants representatives and Healthy Futures staff/volunteers
- Create and present progress reports and project evaluations
- Identify and purchase incentives and awards

Program Administration

- Ongoing development and improvement of effective youth activity logs

- Maintain health equity as a program priority
- Develop procedures to promote and implement programs
- Analyze and interpret program data
- Collaborate with community leaders to find ways to get youth more physically active
- Provide support to other Alaska Sports Hall of Fame programs and functions when needed such as the annual induction ceremony and PLAAAY Day/PLAAAY Summit.

Responsibilities (Program Specific)

Healthy Futures Challenge

- Act as the contact for schools for start-up and on-going database support
- Receive and review Healthy Futures Challenge data from school contact persons
- Maintain the Healthy Futures Activity Log database for statistical and prize eligibility purposes and provide semi-annual (January and July) reports
- Process and distribute incentive requests through established distribution channels
- Coordinate volunteer support as needed

Events Support

- Collaborate with race directors and events coordinators
- Recruit and train spokespersons (Healthy Heroes)
- Work with directors of Healthy Futures supported events to determine the type and level of support necessary to increase overall and targeted group participation
- Obtain who/what/where/why/when event details for promotion support
- Order and manage race bibs, medals and other event materials/inventory
- Update event information on Healthy Futures social media sites and website calendar
- Coordinate Healthy Hero appearances at events as agreed to
- Obtain participation numbers after the event for input to the Healthy Futures database
- Provide semi-annual event reports

Healthy Futures Game Changer Fund

- Act as contact for potential funders, donors, and recipients
- Promote Game Changer Fund to recruit potential funders, donors, and recipients
- Manage inventory and distributions of Kicks for Kids donations
- Act as liaison with community partners to ensure positive collaborations
- Coordinate volunteer support as needed
- Provide semi-annual Game Changer fund reports

Wage and Benefits: Wage is competitive and commensurate with experience and qualifications. This is a regular-track exempt position with benefits. Benefits include holidays, vacation and personal leave.