



JOB DESCRIPTION

Housing Coordinator

The Junior Volleyball Association (JVA) is a national member association of Junior Club Directors and their staff. The mission of the JVA is to provide resources and education to our members.

The Housing Coordinator is a full-time position to work out of the JVA office in Milwaukee, WI. Responsibilities are related to providing customer service to our event participants in the area of hotel reservations related to our JVA Event Series; serve as liaison between the JVA Event Staff and our housing partners; and assist in duties assigned by the JVA Tournament Director Events, and the JVA Executive Director.

Responsibilities will include but are not limited to:

- Work towards 100% participation by teams in the JVA housing blocks
- Proactively assist clubs in securing their hotel blocks for JVA Events
- Timely communication with event-registered-teams to insure they are staying in our contracted hotel blocks
- Field questions from club directors, coaches, and parents related to hotel issues
- Act as a resource for our housing partners, Conference Direct and Reservation Partner
- Be on site to serve as a resource, related to housing, for tournament participants at event locations
- Monitor invoicing for JVA hotel rebates and work with hotels to get timely payment
- Assist the Events Director in execution of JVA hosted tournaments

Qualifications

- Outgoing, friendly and willing to engage members and provide a high level of customer service
- Excellent communication and writing skills
- Good organizational and time management skills
- Excellent Computer proficiency (Office, Google Docs, etc.)
- Must be pro-active on a daily basis; self-starter, creative thinker and problem solver
- Ability to work with all types of individuals in a professional manner
- Ability to work logistically with JVA events
- Ability to respond quickly to requests & deadlines
- Experience with club volleyball and events is a plus

SALARY: This is an entry-level position. The position is a full time salaried position. Salary will be commensurate with abilities and experience; \$26-\$30,000/year

Hours worked may often include weekends and evenings. Out of office travel will be necessary.

BENEFITS: Vacation, health insurance reimbursement after 90 days, retirement after 1 year.

Submit resume, salary requirements, and references to:

Jenny Hahn, Executive Director

JVA

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Milwaukee, WI 53213

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