

LPF | LEVELING THE PLAYING FIELD

LPF PHILADELPHIA PROGRAM ASSOCIATE JOB DESCRIPTION

Job Title: LPF Philadelphia - Program Associate

Reports to: LPF Philadelphia - Program Director

Organization:

Leveling the Playing Field (LPF) is a nonprofit organization that gives children from under-resourced communities the opportunity to enjoy the mental and physical benefits of youth sports participation. LPF does this through the collection of used/excess sports equipment from schools, manufacturers, individual families, and others. After being inventoried and sorted at the LPF warehouse, the equipment is then redistributed to a school, sports league, or other organization serving a low-income community and placed into the hands of a child who cannot afford their own equipment. All LPF staff demonstrate a commitment to strengthening communities and a passion for youth sports participation.

Position Summary:

The Program Associate is tasked with assisting the Program Director with a number of our daily tasks including 1) coordinating volunteer groups in our warehouse, 2) running collection drives in the local youth sports community, 3) scheduling and conducting equipment distributions and 3) assisting with outreach efforts and database work. The Program Associate will also be expected to represent and advocate for LPF through various events, networks, and other settings.

Responsibilities & Duties:

- Collections
 - Research and identify potential collection partners such as schools, youth sports leagues, sports plexes, gyms and other sources
 - Assist with running collection drives, typically over the weekend
 - Help greet equipment donors at our warehouse on a daily basis and distribute tax receipts appropriately
 - Schedule equipment pick ups throughout the community as well as drop offs
 - Input donations into the database and send out tax receipts when appropriate

- Produce collection reports from the database when requested
- Distributions
 - Research and identify potential beneficiaries and beneficiary partners to drive demand to our grant application
 - Schedule equipment pick-ups with our hundreds of approved partners
 - Assist the Program Director with managing wish list items provided by beneficiaries who cannot find certain items in the warehouse
 - Input donation into the database and produce reports when requested
- Volunteers
 - Coordinate volunteers and volunteer groups to work in our warehouse
 - Oversee volunteers and volunteer groups in the warehouse
 - Give the proper orientation to first time volunteers
 - Recruit volunteers to assist with collection drives

Qualifications & Skills:

- Ability to maintain workflow efficiently in a fast-paced environment
- Strong communication and leadership skills
- Comfortable speaking to large groups
- Salesforce program experience preferred but not required
- College degree not required
- Availability to work on certain weekends is required
- Comfort driving a cargo van with an attached trailer is required

Salary & Benefits:

This salary range for this position is between \$40,000 - \$45,000/per year, with full healthcare, dental, and vision coverage.

How to Apply

Please send a resume and cover letter to jobs@levelingtheplayingfield.org