



Program Associate - LPF Philadelphia

Position Overview:

Location: 404 Elmwood Ave, Sharon Hill, PA 19079 (in-person, warehouse-based)

Schedule: Full-time, 40 hours/week

Evenings/Weekends: Occasional required for events & collection drives

Reports To: Program Director

Salary: \$50,000–\$55,000

About Leveling the Playing Field:

Leveling the Playing Field (LPF) is a nonprofit organization that brings access and equity to children in under-resourced communities 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 by volunteers at the LPF warehouse, the equipment is then redistributed to a school, sports league, or other organization in an underserved community and placed into the hands of a child who cannot afford their own equipment.

LPF Culture:

The LPF team culture attracts self-motivated people who excel in an entrepreneurial environment, thrive in a workplace that invites innovation, and embrace collaboration. LPF is committed to providing opportunities for professional development to all staff. All LPF staff demonstrate a commitment to strengthening communities and a passion for youth sports participation.

Position Summary:

The Program Associate plays a critical part in ensuring sports equipment gets from donors into the hands of children who need it most.

This role assists the Program Director with daily operations 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 4) assisting with outreach efforts and database management.

Responsibilities & Duties:

- **Collections**
 - Research and identify potential collection partners such as schools, youth

- sports leagues, sports complexes, 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
- **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
- **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 donations into the database and produce reports when requested
- **Administrative & Organizational Support**
 - Participate in internal staff meetings and external partner meetings as needed
 - Assist with outreach efforts, reporting, and database maintenance
 - Support cross-functional projects and organizational initiatives as assigned
 - Perform other duties as assigned to support LPF's mission

Performance Evaluation:

The Program Associate will be evaluated based upon key performance indicators that include: equipment collection metrics, volunteer engagement, equipment distribution metrics, and other performance areas as necessary.

Required Skills:

- 1–3 years nonprofit, community engagement, logistics, event coordination, or program support experience
- Experience working with volunteers
- Strong communication skills (written and verbal)

- Valid driver's license required
- Access to reliable transportation & ability to drive company vehicle
- Ability to lift and move up to 30 pounds
- Ability to stand and move throughout a warehouse environment for extended periods
- Comfortable working in a non-climate-controlled warehouse setting

Preferred Skills:

- Ability to multitask in fast-paced environments
- Experience in customer service or community-facing roles
- Strong organizational skills
- Detail-oriented
- Experience with Salesforce, WordPress, MailChimp, or Canva a plus

Compensation & Benefits:

- Generous PTO and leave policy, including sick leave and holidays
- Benefits include health/dental/vision insurance and 401(k)

Equity Statement:

Leveling the Playing Field provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

A diverse staff enables us to better carry out our mission. We encourage individuals of all backgrounds to apply.

How to Apply:

To apply, please visit: <https://form.jotform.com/252853838993072>