

**PSA is HIRING!**

**Position: Site Coordinator**

PSA is looking for a Site Coordinator! This position will oversee our sports facilities during designated shifts, including court & arena operation and safety.

PSA is a non-profit organization established in 1970. The mission of PSA is to provide safe, quality, year-round recreational and competitive sports programs for the youth of Plano and surrounding areas. PSA has over 100,000 registrants throughout the Metroplex.

**Required Knowledge/Skills/Abilities:**

Knowledge of the Microsoft Suite of products and Windows

Ability to multi-task and work well under pressure

Ability to interact effectively with customers, referees and coaches

Self-starter and solution-oriented

Conflict resolution and excellent communication skills

Reliable transportation and a standard DRIVER'S LICENSE to work @ multiple locations

Must be able to handle normal physical requirements including lifting 50lbs. and climbing ladders

Comfortable handling cash and financial summary at the end of the day

Knowledge of PSA youth sports a plus (i.e.: basketball, soccer, volleyball, football etc...)

Veteran status a plus

**Status:**

Part Time, with possibility of developing into Full Time; nights and weekends

**Salary Range:**

\$14.50-15.00 per hour

**Working Hours:**

Candidate must be able to work flexible hours weeknights and weekends. Weekdays vary between 2:30pm-11:00pm, Saturday hours between 7am-11pm and Sundays 12pm-11pm.

**Working Locations:**

Person will be required to work at all locations - PSA McKinney (7205 Eldorado Pkwy., McKinney TX 75070), PSA Murphy (330 North Murphy Road, Murphy TX 75094), PSA1 (6500 Preston Meadow Drive, Plano TX 75024) or PSA2 (601 Seabrook Drive, Plano TX 75023)

If interested please email a resume to [site@psaplano.org](mailto:site@psaplano.org).

**Only accepting resumes via email. NO phone calls will be accepted.**

Resumes will be reviewed and top eligible candidates will be contacted.