



Program Associate - Greater Washington

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 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

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.

Qualifications & Skills:

- Ability to function in a work environment with limited supervision
- Capable of working evenings/weekends when needed for event coverage
- Experience with Salesforce, WordPress, MailChimp, or Canva a plus
- Must have a clean driving record

Compensation & Benefits:

- Generous PTO and leave policy
- Benefits include health/dental/vision insurance and 401(k)
- Salary range \$50,000- \$55,000 depending on qualifications and experience

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, submit a resume and cover letter to jobs@levelingtheplayingfield.org with “Program Associate - Greater Washington” in the subject line.