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**Henrico Sports &**

**Entertainment Authority**

**Sport Services Manager**

**Job Type: Full Time**

**FLSA Status: Exempt Location: Henrico, VA**

**Opening Date: July 17, 2025 Closing Date: July 31, 2025**

**Description**

Our growing team seeks a Sports Services Manager for oversight of event coordination, scheduling, and operations for tournaments and leagues that utilize Henrico County and Henrico County Public Schools athletic fields and facilities. This role will be responsible for building relationships with key community stakeholders including but not limited to personnel from Henrico County Recreation and Parks, Henrico County Public Schools, and leaders of county-based youth/adult athletic leagues and sports tourism related rights holders and event promoters. The position will also collaborate daily with a nimble team of highly experienced business development personnel to assist in the attraction and execution of tournaments and events that generate direct visitor spending in both Henrico County and the Richmond region.

**Typical Duties and Responsibilities**

* Serve as first line supervisor responsible for supervision of Sports League Coordinators including staff schedules, performance evaluations, prioritizing and assigning work, and other related activities not limited to selection, training, coaching, and mentoring, providing feedback, disciplinary actions and providing development opportunities for assigned staff
* Manage advance communication of tournament details to necessary stakeholders
* Assist in the development, updating, and implementation of the Sports Manual/Tournament Policies and Procedures
* Assist the Rec & Parks Business section with billing processes regarding user groups and tracking school custodial overtime
* Address facility requirements with Recreation and Parks staff such as lighting, restrooms, and equipment before and after tournaments/games
* Serve as primary point of contact for HCPS Athletic Directors regarding HSEA tournaments held at HCPS facilities
* Serve as the primary point of contact for Recreation and Parks staff regarding HSEA tournaments
* Represent the HSEA at meetings and events with Recreation and Parks, HCPS, and the community
* Foster relationships with sports organizations, tournament promoters, HCPS districts, and community groups to encourage collaboration and increase communication
* Build a part-time staff database to fill all needed positions to run tournaments such as scoreboard operators, site supervisors, press box personnel
* Develop on-call schedule for weekend event promoters
* Work directly with HSEA Business Development staff to ensure successful operational execution of tournaments and events at all sites
* Make recommendations for equipment needs at the fields and capital improvement projects to better enhance the tournament experience at Henrico County sites

**Knowledge, Skills, and Abilities**

* Leadership and Management: Ability to supervise and motivate staff, delegate tasks, and manage projects.
* Communication and Interpersonal Skills: Ability to communicate effectively with staff, participants, and the public.
* Organizational and Time Management: Ability to plan, schedule, and manage multiple activities and deadlines.
* Problem-Solving: Ability to identify and resolve issues related to programs, facilities, and staff.
* Knowledge of Recreation and Sports Programming: Understanding of various recreation and sports programs and tournaments, including best practices and safety regulations.
* Ability to plan, execute, and grow county sponsored special sport events

**Education and Experience**

* Three to five years of relevant experience in planning and coordinating events with at least one year of supervisory experience preferred
* Bachelor's degree in sports management or other relevant field

**Expected hiring range will be between $75,000 - $82,000 and commensurate with experience.**

**Please submit your cover letter and resume to Jacquelyn Frame at Jacquelyn@henricosea.com by July 31, 2025.**