



# LEVEL GROUND

## MIXED MARTIAL ARTS

### **Level Ground Mixed Martial Arts Athletics & Community Manager Job Description**

Level Ground Mixed Martial Arts is a 501 (c)3 non-profit organization dedicated to empowering urban youth through athletics, academics, and employment opportunities. We use martial arts as a vehicle to create positive, supportive relationships with our students, as well as teach key values such as persistence and determination.

As our Athletics & Community Manager, you will be responsible for overseeing our athletics program, enhancing student engagement and community culture, overseeing all administrative and operational aspects of the Level Ground gym, and increasing presence on social media. You will perform all responsibilities with support from our youth managers, teaching them how to perform all management duties so they may develop professional skills. Additional preferred skills include personal training and/or ability to coach martial arts.

This is a full-time position (35-40 hours per week). Onsite presence is required Monday - Friday 4 - 9 pm during program hours, with additional hours performed remotely. Additional onsite hours are required during the summer months starting at 2 pm.

#### **Position Summary**

As Level Ground's new Athletics & Community Manager, you will perform a variety of responsibilities alongside our incredible youth leaders, called Student Trainers. You will provide supervision, training, and development to Student Trainers, and develop youth as gym managers; manage and provide support to athletic instructors, and oversee day-to-day gym operations and athletic programs. You will perform various administrative duties including timely payment of invoices, collection of receivables, etc. You will work to increase student membership, and ensure the highest level of participation and customer satisfaction in the delivery of programs and services; and enhance community engagement by organizing special events, soliciting feedback, and improving communication. Finally, you will manage all gym communications, including newsletters, social media, and our website.

#### **Detailed Roles and Responsibilities** *(including, but not limited to)*

- Develop and oversee daily tasks and projects for Student Trainers alongside youth managers, and assist in progressing youth through projects by providing oversight and feedback, specifically on day-to-day operations
- Manage class and instructor schedules
- Create and implement systems to evaluate athletic program quality, and leverage data to ensure a high level of quality at all times with the goal of continued growth and expansion opportunities



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- Create systems for immediate follow up to new visitors, and manage communication with current gym members to ensure a high touch, quality experience
- Set, plan, and implement social media and communication campaigns and strategies as it relates to the Level Ground gym and programs, targeting current and prospective members
- Plan and execute community events at the gym to engage current members and enhance community, as well as events outside of Level Ground to increase visibility of the organization
- Coordinate volunteer instructors who can offer related instruction, support, and guidance to members
- As Level Ground expands, provide oversight of off-site activities and traveling competition teams
- Apply related experience in martial arts, yoga, personal training or other relevant group fitness to the design and implementation of athletic programs and activities

### Qualifications and Skills

Level Ground MMA is seeking an empathetic, enthusiastic, adaptable, and responsive new member of our tribe!

#### Required Qualifications

- Bachelor's degree or equivalent work experience.
- 2+ years of management, with prior experience in managing a gym or fitness center preferred
- Current practice in sports, athletics, and/or fitness, preferably martial arts
- Highly relational and friendly, and thrives in leading and working in a team environment
- Ability to create and uphold a culture of safety, high work ethic, inclusion, trust, fun, and joy that ultimately drives member participation; model these values at all times
- Ability to build a strong, cohesive community culture where every person feels connected and a sense of belonging
- Strong interpersonal and customer service skills including the ability to motivate others
- Experience in planning and coordinating community events
- Values youth athletics as a pathway and powerful driver of successful outcomes for youth
- Values youth development beyond traditional educational pipelines [i.e. alternatives to four-year college].
- Experience with building and maintaining relationships with urban youth and youths of color.



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- Excellent organization skills with the ability to manage multiple and diverse projects simultaneously.
- Excel at anticipatory and empathetic management and relationship building.
- Willingness to grow alongside the organization.
- Ability to set revenue and student membership targets, and achieve target goals.
- Impeccable written and verbal communication skills with a command of the English language.

### Additional Preferred Qualifications

- Experience in practicing Brazilian jiu jitsu, boxing, kickboxing, mixed martial arts, or other combat sports
- Experience in successful social media marketing and strategy
- Prior management experience in an educational and/or fitness professional setting.
- Experience expanding and scaling educational or athletic programs
- Working knowledge of how to leverage social media to increase a nonprofit organization's visibility and enhance its profile.
- Experience working in multiracial, multicultural organizations.
- Experience with quantifying qualitative and quantitative data for grant-writing purposes.
- Has deep understanding of the communities of Roxbury, Dorchester, and Mattapan through firsthand experience [lives or has previous work experience in the community].
- Bi/Multilingual would be beneficial in this role.
- Familiarity with communications platforms such as Constant Contact or Mail Chimp, membership databases such as MindBody, and website content management systems such as Wordpress.

### **Salary and Benefits**

The Program Manager role is a Full Time position, with a competitive salary based on experience.

Level Ground MMA is an equal opportunity employer and actively seeks a diverse pool of qualified applicants for employment without regard to race, color, creed, religion, national origin, sex, sexual orientation, gender identity and expression, age, disability, or Vietnam era, or other eligible veteran status, or any other protected factor.

### **Application Requirements**

Please submit a resume, cover letter, and salary requirements to:

Ali Fuller, Executive Director



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[ali@levelgroundmma.org](mailto:ali@levelgroundmma.org)

527 Columbia Road  
Boston, MA 02125

Please include a list of 3 references. Optional additional reference to youth(s) you have worked closely with before highly encouraged. As part of the overall interview and selection process, you will speak with Level Ground youth leaders.

### **About Level Ground Mixed Martial Arts**

Level Ground is the first and only nonprofit organization in the United States that leverages the popular sport of Mixed Martial Arts as a vehicle for positive youth development, and uniquely couples MMA with meaningful academic and employment opportunities.

Founded in 2013, our work began in partnership with the Egleston Square YMCA where we offered martial arts classes once per week to teenagers living in Roxbury, Dorchester, and Mattapan. We gradually expanded beyond athletics and developed our robust "Success Tracks" program model. These College Access and Workforce Development offerings collectively ensure that youth have the skills and opportunities necessary to achieve their ambitions on and off of the mat.

In 2017, we opened our 6,500 square foot Training Center. This Training Center includes two athletic areas and an Academic and Career Development Center, and is managed by our youth staff. Our Student Trainer program provides young people with paid, hands-on skills development in gym management (including operations, administration, and client management), as well as personal training and martial arts instruction. Once they complete the program, youth qualify to earn permanent paid employment and are given significant responsibility as Gym Managers, Personal Trainers, and Athletic Instructors at Level Ground.

Since opening our Training Center, Level Ground has expanded our athletic offerings to include 15+ weekly athletic classes Monday-Friday that remain free to youth and affordable for adults. In 2022, Level Ground will serve 300+ youth and adults through athletics. This social enterprise model bolsters financial sustainability and helps scale impact by increasing access to engaging physical activity options to community residents of all ages.