



JOB ANNOUNCEMENT

The Parker Youth & Sports Foundation is taking Recommendations and Applications for
Part-Time Executive Director

The Parker Youth and Sports Foundation is seeking to hire a part time Executive Director. The PY&SF is a 501-(C)-3 Foundation. This is an independent contract position.

Job Description:

1. Initiate and direct fundraising activities, with a major emphasis on planned giving opportunities.
2. In conjunction with the Board of Directors, provide leadership in the development of a long-term strategic plan, determining major goals, objectives and time frame for accomplishment.
3. Present PY&SF mission and goals to donors, agencies, organizations and the general public.
4. Explore various corporate, federal, state and local grants that may be available to the Foundation. Develop, submit, and monitor grant applications.
5. Serve as ex-officio member of all PY&SF committees: grants, budget, scholarships, golf, and historical committees.
6. Establish office/work schedule of 20 hours per/week.
7. Coordinate with part-time and volunteer staff acknowledging contributions by donors and sponsors.
8. Attend monthly board meetings; submitting written and oral reports as directed.
9. Present year end comprehensive report at the annual meeting in October.

Compensation and Support:

1. \$20,000 per/year. There are no benefits with this position.
2. Use of Foundation office, phone, computer, copier with some volunteer assistance.
3. SOME Assistance from part-time office employees.

Qualifications - Education and Work Experience:

1. A bachelor's degree or combination of professional and work related experiences that demonstrate the applicant's ability to raise funds.
2. Communicate effectively orally and in writing.
3. Computer proficiency in word processing, data management and spreadsheets. Publishing software experience desirable.
4. Commitment to the mission of the PY&SF.

Preferred Qualifications

1. Experience with youth sports or recreation programs.
2. We are looking for someone with no restriction on their time with enough personal time to devote to the Foundation's fund raising efforts.
3. Grant writing experience.
4. Experience in working with or serving on Boards.

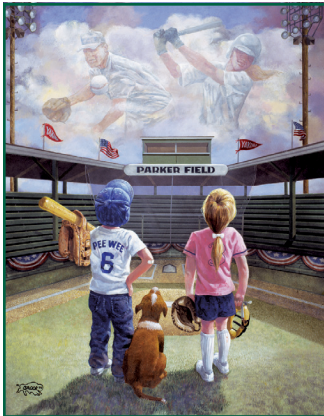
Application Process and Deadline:

1. Recommendations for this position can be referred to the office or a Board Member.
2. Applications may be obtained by calling or e-mailing the Parker Youth and Sports Foundation Office. Phone: 509-469-9336, E-mail: info@parkeryouthsportsfoundation.com
3. **Application Deadline is October 31, 2011.**

PARKER

YOUTH & SPORTS

F O U N D A T I O N



Board of Directors

Jerry Ward, President
 Eric Carlson, 1st Vice-President
 Spud Edmondson, 2nd Vice President
 Nancy Kendrick, Secretary
 Chuck Hinckley, Treasurer
 Trudy Bray
 Carol Finney
 Sam Karr
 Daryl Parker
 Mike Welton

GRANTS AWARDED



YVCC Women's Fastpitch Batting Cage

GOALS

- Provide, preserve and support parks, public sports and recreation facilities and youth sports programs.
- Preserve the legacies of Shirley D. Parker and Rose B. Larson in safeguarding Parker Field and Larson Park for the parks and recreation purposes intended by those donors.
- Award scholarships to Yakima Valley Community College student-athletes and grants to individuals and organizations contributing to the best interests of YVCC athletic facilities and programs.
- Promote the history and heritage of sports in the greater Yakima area.
- Provide education on the lifelong value of sports and physical activity and the need for parks and recreation facilities to encourage and enhance these activities.

ACTIVITIES AND INTERESTS

- Grants to local non-profit entities involved or interested in recreational or sports programs or facilities.
- Cooperative agreements with government agencies to help with parks or playing fields.
- Acquisition of land for sports or recreational use.
- Financial support for youth sports leagues, teams or events.
- Collection and preservation of local sports memorabilia.



Assisted with sign purchase.

PRESERVING HISTORY



Apple Queens – 1950

MISSION STATEMENT

The Parker Youth & Sports Foundation is dedicated to the support and preservation of parks, sports facilities and athletic programs in the greater Yakima area.

SPONSORING KIDS EVENTS



Willie Turner signing autographs at 2009 Parker Field Day.



Supporting Parker Field with Advertisement Sign

PARKER YOUTH & SPORTS FOUNDATION

APPLICATION FOR PART-TIME EXECUTIVE DIRECTOR

A resume can be submitted if it contains the information on this form Please signature where requested.

CONFIDENTIAL

Please complete by printing in dark ink.

Complete all questions, and sign your initials and name on the last page where indicated.

Date

Personal Information

Last Name	First Name	Middle Initial
Street Address	City and State	Zip Code
Home Phone	Work Phone	
E-mail Address		

Level and Type of Education	School Name	City and State	Last Year Completed	Did You Graduate?
High School			9 10 11 12	
College or University			Less Than 1 Year 1 2 3 4	Degree
Additional Schooling			Number of Years	Certificate or License

Special Skills
Software Applications:
Other Skills: i.e. fund raiser, grant writing, board memberships.

Employment Record

Please list your most recent jobs first. Include military service as part of your employment record. **If you have a resume, please attach it to this form.**

Employer	Address
Telephone Number	Supervisor's Name
Job Title	Dates of Employment (month and year)
	From: _____ To: _____
Starting Salary	Ending Salary
Reason for Leaving	Essential Job Duties

Employer	Address
Telephone Number	Supervisor's Name
Job Title	Dates of Employment (month and year)
	From: _____ To: _____
Starting Salary	Ending Salary
Reason for Leaving	Essential Job Duties

Employer	Address
Telephone Number	Supervisor's Name
Job Title	Dates of Employment (month and year)
	From: _____ To: _____
Starting Salary	Ending Salary
Reason for Leaving	Essential Job Duties

General Information

May we contact your present employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted, pled guilty or no contest, or forfeited bond or bail for any crime other than a traffic violation? If yes, please explain: (Conviction of a crime is not an automatic bar to employment. Factors such as the nature and gravity of the crime, the length of time that has passed since the conviction and/or completion of any sentence, and the nature of the job for which you have applied will be considered.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you able to perform the primary duties of the job as outlined in the announcement and job description, with or without reasonable accommodation? If no, please explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No

ADDITIONAL INFORMATION AND REFERENCES

Please use the space provided to list any references or any other information that you believe we should know in considering your application for the PY&SF part-time Executive Director's position. .

Please read carefully, initial each paragraph and sign below

_____ I certify that I have answered the above questions truthfully and have not withheld any information relative to my application. I understand that any falsification, misrepresentation, or omission, as well as any misleading statements or omissions of the application information, attachments, and supporting documents generally will result in denial of employment or immediate termination, if discovered after hire.

_____ I authorize the PY&SF to thoroughly investigate my references, work record, education and other matters related to my suitability for employment, and further authorize the references I have listed to disclose to the company any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I release the PY&SF, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I authorize the PY&SF to investigate whether I have a criminal record of convictions, and, if so, the nature of such convictions and all the surrounding circumstances of the conviction. The PY&SF has advised me that any criminal background check will focus on convictions, and that a criminal record will not necessarily disqualify me from employment.

_____ If hired, I recognize the rules, policies and expectations of the PY&SF. I understand that my employment and compensation can be terminated at any time, with or without cause, and with or without notice, at the option of the PY&SF. I understand that the PY&SF is the only entity that will ever have the authority to create any other terms of employment and/or to enter into any employment contract and that all such contracts must be in writing and signed by both parties. However, I also understand that unless otherwise stated in an employment contract, the company may change, withdraw and interpret other policies (including wages, hours and working conditions) as it deems appropriate.

Date

Signature

Important Information to Know Before Filling Out An Application for Employment With the Parker Youth & Sports Foundation

1. All areas of the application must be filled out completely and accurately. Please fill in the required information directly on the application and do not indicate “see resume.”
2. If you are offered the position with the PY&SF be aware that we may verify all of the information that you have written on the application, as well as your resume. If there is a discrepancy in your information, the job offer may be withdrawn. It is important to be sure that what you have written is correct.
3. If you have any questions about completing the application, it is important to please ask the PY&SF representative who has been assisting you.

Thank you for your cooperation.

Applicant Acknowledgement

My signature below indicates that I have read and understand the importance of supplying accurate information on the application. I am also aware of the possibility of an offer of employment being withdrawn if any of the information is not correct.

Applicant Signature

Date