



VOLUNTEER APPLICATION

FACILITY COORDINATOR
YI SPORT TAEKWONDO

JOB DESCRIPTION

Yi Sport should always be a welcoming, inclusive, safe, and comfortable place to be for youth and families. You can make a HUGE difference through ensuring that our facility is running smoothly.

ACTIVITIES

- Ensure common areas and parking lot are tidy
- Create and maintain signage and systems that facilitate student participation
- Create a schedule for facilities maintenance and repair, and coordinate as needed
- Transport unclaimed Lost and Found items each month to Goodwill
- Keep trophies and framed photos dusted and up to date
- Update bulletin board, brochures, and handouts as needed

TIME COMMITMENT

Minimum nine months (September – May). We estimate the Facility Coordinator will work 4-6 hours/month.

YOUR INFORMATION

NAME

DATE OF BIRTH

ADDRESS

PHONE NUMBER

EMAIL ADDRESS

EMERGENCY CONTACT
(NAME & PHONE)

PLEASE BRIEFLY DESCRIBE WHY YOU ARE INTERESTED IN THIS POSITION:

REQUIREMENTS & EXPECTATIONS

- Excellent organization skills
- Basic computer skills (MS Word, Excel preferred)
- Ability to transport donation items to Goodwill each month
- Commitment to regularly communicating with Yi Sport staff and vendors about the status of maintenance and repair issues; respond to all emails, texts, Slack messages, or phone calls within 24 hours
- Attendance at monthly parent meetings

BENEFITS

75% discount on regular, full price monthly tuition for the volunteer and immediate family members, for the duration of the agreement. Discount does not apply to camps, tournament fees, or other trainings and events.

YI SPORT TAEKWONDO
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To apply, please email your completed form to yisporttkd@gmail.com.