Sports Coordinator/Coach

Supervised by: Sports and League Director

Responsibilities:

- Prepare playing surfaces, fields, and facilities for leagues/games
- Responsible for staffing adult sports leagues (Scorekeepers)
- Putting together schedules and posting scores and stats for adult leagues
- Responsible for inventorying/maintaining/buying equipment and supplies
  - Lining the soccer and baseball fields
  - Setting gyms up before games/practices
  - Making sure equipment is put away after all programs
- Instruct sport camps as needed
- Work with Summer Day Camp as Sports Specialist
- Maintain general line of communication with program participants
- Help teach developmental sports classes
- Train all scorekeepers (softball/basketball)
- Participate in building coverage
- Complete additional duties as assigned by the supervisor
- Teach Physical Education to Early Childhood Classes weekly

Qualifications:

- Maintain First Aid / CPR / AED certifications
- Equivalent work experience
- Excellent verbal and written communication skills
- Knowledge of computers and software applications as related to sports
• Demonstrated customer service and public relations skills
• Demonstrated coaching and mentoring skills for young children

To Apply:

Email your resume and introductory cover letter to jharkavy@jccmemphis.org.

Please include “MJCC Sports Coordinator/Coach” in the subject line.