

Position: Part-Time/Seasonal Sports Coordinator/Coach

Job Summary

The Sports Coordinator/Coach organizes and delivers high-quality sports programs for youth and adults. Responsibilities include coaching, facility preparation, scheduling, and ensuring a safe, positive environment for all participants. This role requires flexibility, strong communication skills, and a passion for sports and community engagement.

Key Responsibilities

- Prepare fields, gyms, and facilities for games and practices.
- Assist organizing and staffing adult and youth sports leagues; train scorekeepers.
- Help create schedules and post scores and stats for leagues.
- Maintain and inventory sports equipment and supplies.
- Instruct sports camps and assist with Summer Day Camp.
- Teach developmental sports classes and weekly PE for Early Childhood.
- Uphold health and safety standards; ensure safe spaces indoors and outdoors.
- Perform additional duties as assigned.

Qualifications & Skills

- Previous coaching experience required; ages 3–17 preferred.
- CPR, First Aid, and AED certification (training provided if needed).
- Strong communication, organization, and teamwork skills.
- Ability to work flexible hours, including evenings and weekends.
- Basic computer and sports software knowledge.

Physical Demands

- Indoor and outdoor programs; extended periods of standing and activity.

Additional Expectations

- Assist in planning and delivering sports activities for individuals and teams.
- Teach skills, tactics, and techniques; monitor performance.
- Cooperate with administration and report issues promptly.