



Job Title: Part-Time Sports Coordinator – Youth Sports & Adult Softball

Status: Part-Time **Salary:** \$22-\$25 Hourly

Position Summary

The Part-Time Sports Coordinator assists in the planning, coordination, and supervision of youth sports tournaments/meets and adult softball tournaments. This position supports program operations including registration, scheduling, equipment management, and onsite supervision. The Sports Coordinator works with SCMAF members, volunteers, officials, and participants to ensure programs run smoothly while promoting the mission of SCMAF.

Essential Duties and Responsibilities:

- Assist with organizing and operating youth sports tournaments/meets, clinics and adult softball tournaments.
- Coordinate schedules, including games, and field or facility usage.
- Support the registration process and participant communication.
- Coordinate with SCMAF membership, umpires, officials, and scorekeepers for games.
- Help prepare and maintain sports equipment, uniforms, and field or gym setups.
- Provide on-site supervision during tournaments and program activities to ensure safety and adherence to SCMAF rules.
- Maintain program records such as team rosters, scores, standings, and attendance.
- Promote sportsmanship and positive participant behavior among all participants.
- Assist with marketing programs and community outreach to increase participation.
- Ensure programs follow organizational policies, safety standards, and SCMAF rules.

Qualifications:

- Experience working with youth sports leagues, adult sports leagues, or recreation programs preferred.
- Knowledge of basic rules and operations of common youth sports and adult softball leagues.
- Strong organizational, communication, and problem-solving skills.
- Ability to interact positively with youth participants, parents, volunteers, and adult league players.
- Ability to work evenings and weekends.
- First Aid/CPR certification preferred or ability to obtain.

Education:

High school diploma required; college coursework or degree in recreation, sports management, kinesiology, education, or a related field preferred.

**Physical Requirements:**

- Ability to stand, walk, and move for extended periods during games and events.
- Ability to lift and carry sports equipment (up to 30 lbs).
- Ability to work in indoor gymnasium and outdoor field environments.

License & Other Requirements

A valid Class C California Driver's License.

Work Schedule:

Part-time position averaging 24-28 hours per week, including weekends.

Application Process:

All applicants may submit their application or resume to billbant@scmaf.org

The closing date is 11:59 PM Pacific on Friday, May 22, 2026.

Let's help build stronger communities together.

Applications must be complete and demonstrate that the minimum qualifications are met. Resumes and cover letters may be attached to the completed application form as supplemental information, but will not be accepted in lieu of an official application form. Applications will be screened and the most qualified candidates who best match the needs of the organization will be invited to compete further in the examination process.

Prospective employees selected for employment must successfully complete a background check, including professional reference checks. The background check, paid for by the organization, also includes Live Scan finger printing through the Department of Justice.

Equal Opportunity Employer

The Southern California Municipal Athletic Federation does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment.

Employer: Southern California Municipal Athletic Federation

Address: 823 Lexington-Gallatin Road, South El Monte, CA 91733

Phone: 626-448-0853

Website: <http://www.scmaf.org>