



Job Title:

Baseball & Softball Coordinator

Reports to:

Recreation Commission Director

Position Summary:

Under the direction of the Augusta Recreation Commission Director, the Baseball & Softball Coordinator will assist in planning, organizing, and executing the youth baseball and softball programs for the summer season. This position provides hands-on experience in sport administration, coaching, and event coordination. The ideal candidate is very organized, hardworking, and has a good understanding of organizing youth sports programs. This is a seasonal position that will begin in April and continue until the end of the baseball and softball seasons.

Qualifications:

- Must be at least 18 years of age.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Ability to work with patrons and staff and exercise good judgment when interacting with people.
- Basic knowledge of baseball and softball are preferred.
- Experience working with children in coaching, mentoring, or teaching capacity is a plus.
- CPR and First Aid certified, or the willingness to obtain certification upon employment.
- Must have a valid driver's license.
- Ability to lift up to 50 lbs.

Duties and Responsibilities:

- Assist in the coordination and implementation of youth sports leagues, camps, and clinics.
- Support coaches and staff during practice and game-day activities.
- Ensure a positive and safe environment for all participants, parents, and volunteers.
- Help with scheduling, roster management, and game-day logistics.
- Communicate with parents, coaches and participants regarding schedules, policies, and program updates.
- Assist in setting up and breaking down equipment for practices and games.
- Monitor participant engagement and provide feedback for program improvement.
- Support marketing efforts, including social media updates, flyers, and newsletters.
- Perform other duties as assigned by the Director.

Hours:

- Hours will vary up to 40 hours per week. Availability to work evenings and weekends as needed. This is a seasonal position that will begin in April and will continue until the end of the baseball and softball seasons.

Pay Scale:

\$15 - \$20 per hour depending on experience and knowledge.

Please submit your resume to Klinton Warner at director@augustaksrec.com.

This position is open until filled.