

# EMPLOYMENT OPPORTUNITY

POSITION: Youth Sports Program Coordinator  
SALARY: \$23 -\$25 per hour  
OPENING DATE: July 24, 2025  
JOB TYPE: Full-Time Year-Round  
DEPARTMENT: Town of Cape Elizabeth/Community Services



## Community Services

We offer educational, cultural, recreational, and social programs for youth and adults. Youth activities take place in the Community Center, where our offices are located, as well as in classrooms, gyms, and on fields across the Cape Elizabeth school campus and throughout town. After-school programs operate Monday through Friday, while sports sessions vary on weekends, depending on the season.

### Position Overview

- Develop youth sports programs, camps, and leagues, including reserving gyms and fields, recruiting volunteers and coaches, ordering equipment and uniforms, and scheduling games, practices, officials, and scorekeepers.
- Perform all necessary administrative responsibilities, including but not limited to phone calls, emails, and program software, to effectively communicate with parents, instructors, coaches, and volunteers.
- Serve in a supervisor capacity onsite to transition participants to and from after-school and weekend programs.
- Interact with the public professionally and courteously, addressing inquiries and providing assistance.

### Position Requirement

- Bachelor's Degree
- Strong organizational, communication, and computer skills.
- Develop good working relationships with instructors, coaches, town, and school staff.
- Working knowledge of the techniques, rules, materials, and equipment needed for a variety of sports and athletic activities
- Knowledge of first aid and safety precautions used in recreation and athletic activities.
- Ability to supervise and manage participants, subordinate staff, coaches, and volunteers.
- Ability to work a flexible schedule, which may include nights and weekends, depending on the needs of the program.
- Required to work outdoors in all types of weather
- Perform other duties as assigned

### Application Process

Interested applicants should submit a cover letter and completed [application](#) to [Kathleen.Raftice](#)