

# EMPLOYMENT OPPORTUNITY

POSITION: Youth Sport Program Coordinator  
SALARY: \$19 - \$21 per hour  
OPENING DATE: September 07, 2023  
JOB TYPE: Part-Time Year Round  
DEPARTMENT: Town of Cape Elizabeth/Community Services



## Community Services

We offer versatile educational, cultural, recreational, and social enrichment programs to youth, adults, and seniors. Programs take place in the Community Center where our offices are located, as well as, many classrooms, gyms, and fields located on the Cape Elizabeth school campus and around town. Our after-school programs vary Monday - Friday and our sports programs vary on the weekends.

## Position Overview

- Plan and implement youth sports recreational programs, camps, and leagues including securing gyms and fields, recruiting volunteers and coaches, ordering equipment and uniforms; scheduling games, practices, officials, and scorekeepers as needed.
- 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.
- Manage inventory of equipment, ensuring that the amount of equipment is sufficient for program needs and that the equipment is in good working condition.
- Serve in a supervisor capacity onsite to transition participants to and from after-school and during weekend programs.

## Position Requirements

- 18 years of age or older
- Possess proven leadership skills
- Strong organizational skills
- Required to work outdoors in all types of weather
- Extremely reliable, dependable, and punctual
- Good decision making skills
- Perform other duties as assigned

## Application Process

Interested applicants should submit a cover letter and completed [application](#) to [Kathleen.Raftice@capeelizabeth.org](mailto:Kathleen.Raftice@capeelizabeth.org).