



SOUTHERN CALIFORNIA MUNICIPAL ATHLETIC FEDERATION EMPLOYMENT OPPORTUNITY

PROGRAM COORDINATOR (Part Time)

- SALARY:** \$23.00 to \$27.00 per hour; 24 up to 29 hours per week
- BENEFITS:** Mileage reimbursement and paid holidays
- POSITION INFORMATION:** Assists the Executive Director in providing support in youth and adult sports programs and trainings. The position requires a flexible schedule, including occasional weekends. Primary hours: Monday – Thursday between 8:30 am – 5:30 pm.
- DUTIES:** Serves as staff liaison and provides support to assigned sports committees including training, promotion, and event coordination; assists in the development, editing and distribution of SCMAF Rulebooks and Officials' Manual; maintains records and develops reports; conduct studies and surveys; maintains inventory of supplies and awards; liaison with vendors for softball awards and assists with sports equipment sales; responsible for specific mailing & shipping functions; insurance backup and fee collection; answers phones and performs other duties as assigned.
- DESIRABLE QUALIFICATIONS:** Education and Experience: Equivalent to at least two (2) years of college with major course work in business, recreation administration or a closely related field with at least four (4) years of progressively responsible experience in general office environment. Applicant must hold a valid California driver's license and must be able to transport themselves to various locations in southern California for meetings and events.
- Ability to: Communicate clearly and concisely, both orally and in writing and to maintain effective working relationships with the members, volunteers, staff, and public contacted in the course of work; good organizational skills; basic knowledge in budgeting and accounting functions; ability to use computer for communication, research, and preparation of schedules and reports.
- SELECTION PROCESS:** Following the review of all résumés, the best qualified applicants will be invited to an oral interview which may include a written exercise.
- FILING DATE:** The deadline to file a résumé, cover letter and salary history is:

Monday, October 11th 5:00 pm

Email: scmaf@scmaf.org; Fax: 626-448-5219
SCMAF, PO Box 3605, South El Monte, CA 91733

Visit SCMAF at www.scmaf.org

AN EQUAL OPPORTUNITY EMPLOYER