

Sports Administrator Assistant (Flexible position)

Overview:

Softball City is looking for an organized and knowledgeable Sports Administrator Assistant with flexible availability for weekday evenings and weekends. This position is responsible for overseeing and working with all areas of our facility as well as the public using the facility.

This is a fantastic opportunity for those with knowledge of softball and slo-pitch.

Background:

Softball City is one of North America's leading softball and slo-pitch sporting complexes. It is regarded as one of the best field-of-play venues of its kind. This venue is a full-service sports and entertainment facility, famous for its four championship caliber softball diamonds, as well as the indoor restaurant and outdoor patios, overlooking all four lit fields.

Duties:

Responsible for managing all grounds crew, volunteers and the public using the facility during tournaments, league nights, and corporate events.

Duties Include:

- Opening and closing the facility
- Organizing and directing field crew
- Connecting and supervising the public on site
- Miscellaneous office duties (processing payments, answering phones)
- Tracking tournament scores
- Tracking Umpire hours and scoresheets
- Tracking players

Experience:

- Knowledge of softball and or slo-pitch
- Excel & Word knowledge
- Organizational skills
- Standard First Aid & CPR an asset
- Computer skills

Salary:

\$20-22/hour

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