

Job Title: Program Coordinator

Organization: Durango Baseball & Softball

Location: La Plata County, Colorado

Position Type: Part-Time (some evenings and weekends required)

About Us

Durango Baseball and Softball is a community-based youth baseball and softball program serving around 500 kids each year. Our mission is to instill in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage, and respect for authority so that they may be well-adjusted, stronger, and happier children and will grow to be good, decent, healthy, and trustworthy citizens, and strive to instill a love of baseball and softball in our community. Develop the skills and mental aptitude that bolster our high school programs.

Position Overview:

The Program Coordinator will oversee the daily operations, scheduling, and assist with the administration of our youth baseball and softball programs. This role is ideal for someone highly organized and detail-oriented, enjoys working with youth and families, and has a passion for sports-based community programs.

Key Responsibilities - The Program Coordinator will assist the DBS Board with the following tasks:

- Report to the Durango Baseball and Softball Board of Directors.
- Coordinate registration, game, and field scheduling and logistics for practices, games, tournaments, and events.
- Recruit and support volunteer coaches with communication, training resources, and equipment.
- Manage league communications, including emails, newsletters, and social media updates.
- Maintain accurate volunteer records and communication logs.
- Serve as the primary contact for parents, players, and community partners, ensuring they are supported and recognized.
- Ensure all activities align with organization values, safety standards, and youth development goals.
- Researching possible grant opportunities for DBS and writing and completing grant applications.

Qualifications:

- Experience working with youth programs, sports leagues, or nonprofit organizations.
- Strong organizational and communication skills.
- Ability to multitask, problem-solve, and manage time effectively.
- Proficiency in Microsoft Office, Google, and online registration/league management systems.
- Availability to work evenings and weekends as needed during the season.

Preferred Skills:

- Knowledge of baseball/softball rules and operations.
- Experience recruiting and managing volunteers.
- Experience in Grant writing.
- Event planning and fundraising experience.
- Bilingual (Spanish/English) a plus.

Compensation:

- Salary \$18,000-\$21,000
- Potential for bonuses.
- Opportunity to make a direct impact on hundreds of youths and families in the community.

How to Apply:

Please send your resume and cover letter to info@dysb.us with the subject line "Program Coordinator Application - [Your Name]." The DBS Board of Directors will review applications until the position has been filled.