

**CAMERON PARK COMMUNITY SERVICES DISTRICT**  
**Sports Coordinator – P/T**  
**Recreation Department**



The Cameron Park Community Services District is recruiting a part-time Sports Coordinator – 20 hours per week, \$12- \$13 an hour, dependent on experience. Hours scheduled for this position will include weekday evenings, days and weekends, as required.

**Essential Job Duties**

- Organize and run adult and youth sports leagues
- Create flyers for sports programs
- Develop teams and schedules for sports leagues
- Provide information to parents and work with parents of the youth leagues
- Facilitate the clinics for the youth sports leagues
- Mark and set-up fields for flag football
- Set-up gym for basketball games
- Disseminate information to participants within the leagues
- Work with groups to assign officials for games
- Supervise recreational part-time staff for the youth sports program
- Update team standings and posts scores on the District website
- Suggest/create new programs
- Other duties as required

**Qualifications**

- Possess high school diploma or equivalent
- Maintain Standard First Aid and Adult/Child CPR certifications
- Possess and maintain a valid California driver's license
- Undergo drug screening and Department of Justice background check

**SUBMIT:**

**Resume and completed District job application** may be submitted by:

FAX – (530) 677-2201

Email – [cpcsd@cameronpark.org](mailto:cpcsd@cameronpark.org)

U.S. Mail or in person -

Cameron Park Community Services District  
Attention: Recreation Supervisor  
2502 Country Club Drive  
Cameron Park, CA 95682