

Part-Time Sports Complex Supervisor

Job post summary

Date posted: March 4, 2026

Pay: \$14.00 - \$16.00 per hour

Job description:

Job Summary

The Part-Time Sports Complex Supervisor assists with the daily operations and oversight of a baseball/softball complex during games, practices, tournaments, and events. This position helps ensure the facility operates smoothly, safely, and efficiently by supervising on-site activities, supporting staff, assisting with field preparation, and providing customer service to teams, officials, and spectators.

This role primarily works evenings, weekends, and during special events or tournaments.

Essential Duties and Responsibilities

Facility & Event Oversight

- Serve as the on-site supervisor during games, practices, tournaments, and events.
- Ensure all fields are prepared and ready for scheduled activities.
- Monitor complex operations to ensure safety and adherence to facility rules and policies.
- Provide assistance to coaches, umpires, teams, and visitors as needed.

Field & Facility Management

- Monitor field conditions and communicate any concerns to maintenance staff or management.
- Ensure dugouts, bleachers, and common areas remain clean and safe during events.

Staff & Volunteer Coordination

- Provide guidance and support to part-time staff, scorekeepers, umpires, and volunteers.
- Assist with scheduling and coordinating field usage during games and practices.
- Ensure staff are following facility policies and procedures.

Customer Service & Conflict Resolution

- Respond to questions or concerns from coaches, players, officials, and spectators.
- Help resolve minor conflicts or issues during games or events.
- Represent the facility in a professional and courteous manner.

Safety & Compliance

- Enforce park rules, policies, and safety standards.
- Monitor weather conditions and assist in decisions regarding delays or cancellations.
- Report accidents, incidents, or facility concerns to management.

Administrative Support

- Assist with checking in teams or umpires during tournaments.
- Help track field usage and report operational issues.
- Complete basic reports or documentation as requested by management.

Minimum Qualifications

- High school diploma or equivalent preferred.
- Experience with baseball, softball, or sports facility operations preferred.
- Ability to work evenings, weekends, and holidays.
- Strong communication and problem-solving skills.
- Ability to work independently and handle multiple tasks.

Physical Requirements

- Ability to stand and walk for extended periods.
- Ability to lift up to 40–50 pounds.
- Ability to work outdoors in varying weather conditions.

Preferred Skills

- Knowledge of baseball/softball field operations.
- Experience working in youth sports, recreation programs, or athletic facilities.
- Basic knowledge of facility operations or grounds maintenance.

Work Schedule

This is a part-time position, typically scheduled during:

- Evenings
- Weekends
- Tournament and event days

Hours will vary depending on seasonal programming and facility needs.

Work Location: In person