



Summer Operations Coordinator

Department: Program Team

Primary Responsibilities

Summer League Operations

- Help manage league logistics, scheduling, communication, and execution.
- Serve as Gameday Operations staff – open and close facilities, ensure fields are game ready, provide gameday supplies, serve as umpire as needed, and leave facility in pristine condition.
- Be a front-line point of contact for coaches and gameday volunteers.
- Support league board members in successful summer league execution.
- Help coordinate coach and gameday volunteer trainings.
- Onboard and support new and returning coaches.
- Assist with player registration and database management.
- Onboard, schedule, and monitor gameday volunteers including umpires and scorekeepers.

Field Maintenance

- Prepare fields for practices and games and ensure necessary equipment is on hand.
- Maintain playing fields and facilities to the highest professional standards, including weekly mowing and grooming of assigned fields.
- Maintain and repair mound, home plate areas and infield skin surfaces.

As part of the RBI Austin staff team, the position will also:

- Assist with other RBI Austin programs and events
- Assist with general and administrative tasks of RBI Austin

***This position will also delegate RBI interns to aid in execution of these different roles.**

The compensation for this position is \$16-\$18 an hour for up to 40 hours a week. This position is non-exempt from overtime; work hours are tracked.

Who You Are

Expectations

- Regular communication with supervisor and teammates
 - Professionalism in appearance, attitude, and job performance
 - Attendance at weekly staff and department meetings
 - Summer work hours*:
 - Mon – Thurs: 2pm – 10pm (if not working evening, 9am – 5pm)
 - Friday: minimal work day
 - Saturday: 7am – 6pm
 - Sunday: Rest
- *Exact work schedule will vary from week to week, not to exceed 40 hours per week

Qualifications

- Takes initiative and maintains a teachable attitude.
- Can work on a team toward specific goals in a mutually edifying and supportive manner.
- Flexible schedule (includes nights and weekends).
- Aptitude to operate required equipment; riding mowers, groomers, etc.
- Ability to work and think independently and act with sound judgment.



Who We Are

At RBI Austin, we believe the greatest need in any child's life is relationships – relationships with people and a relationship with God. RBI Austin leverages baseball, softball, and year-round mentoring to connect kids to positive, consistent relationships. Through these relationships, kids are engaged and developed to go on to later lead the transformation of their own communities. For more information, visit rbiaustin.org.

To apply, please send cover letter, resume, and list of professional references to: jobs@rbiaustin.org.