



S4EA Job Description

Administrative Assistant

SPORTS for Exceptional Athletes (S4EA) is a community based sports program serving 1,400 athletes with developmental disabilities ages 5 through adult in San Diego County. S4EA offers 20+ sports in 4 sports seasons.

Job Requirements

1. Associate Degree or equivalent
2. Experience working with persons with disabilities
3. Enjoys coaching/playing sports
4. Excellent computer skills (i.e. - MS Word, Access, Excel, Quick Books, etc.)
5. Basic knowledge of websites (i.e. - Wix)
6. Good writing & speaking skills
7. Driver's license required

Duties & Responsibilities

1. Assist with Finances - Quick Books, budget
2. Assist with the administration of the SPORTS for Exceptional Athletes program, including practices, league play, tournaments, SPORTS Camps, events, newsletters, athlete/volunteer database, websites, public relations, fundraisers, grants, direct mail, athlete council, athletes, volunteers, coaches, chaperones, transportation, etc.
3. Other administrative duties as required

Pay Rate - \$19-\$23/hour based on experience

Part-time Hourly Employee – minimum of 10 hours per week

Room for Advancement

For more information, please contact SPORTS for Exceptional Athletes at 858-565-7432.

SPECIAL PROGRAM OPPORTUNITIES IN RECREATION, TEAMWORK AND SPORTS

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