



EAA Park Administrator Job Description



Are you seeking a seasonal part-time job with flexible hours?

Do you value working with individuals in your community (first responders, local businesses)?

Do you enjoy working with technology (i.e. social media, Microsoft Office, web site)?

Do you possess organizational or project management skills necessary to direct others?

If you answered “Yes” to these questions then you might be a good fit for a **Park Administrator** role with Ellisville Athletic Association.

About Ellisville Athletic Association

The Ellisville Athletic Association is a non-profit, volunteer organization dedicated to youth sports. EAA was incorporated in 1949 in the State of Missouri.

Ellisville Athletic Association's purpose is to aid and assist in the growth and development of the children of the community, both mentally and physically, through controlled activity programs in the field of athletics, and by supporting good sportsmanship and fair play.

The **Park Administrator** will be responsible for the following:

- Tracking and collecting parent checks for concession duty
- Assisting VP of Administration and FSC, our concession vendor, with Parent Schedules
- Bi-Weekly payroll entry for Grounds Crew and Umpires
- Assist Financial Officer with month end report
- Tournament liaison – invoicing tournaments and Legion
- Act as a vendor liaison – Pay park bills
- Assist VP Operations/Webmaster w/game and practice schedules
- Social Media upkeep
- Assist marketing with managing web site content and fundraising
- Control and purchase equipment not related to grounds crew/umpires
- Assist Executive Board with various duties

If this sounds like an opportunity that interests you, please forward a resume to Mike Walton, VP of Administration, at mikew@nextjob.com