



We're Looking for a Part-time Administrative and Communications Assistant

ST. LOUIS CHALLENGER BASEBALL IS A VOLUNTEER-RUN, COMMUNITY-CENTERED ORGANIZATION THAT GIVES PEOPLE WITH DEVELOPMENTAL DISABILITIES THE OPPORTUNITY TO PLAY BASEBALL — AND, MOST IMPORTANTLY, TO MAKE FRIENDS

For more than 30 years, our league has been built almost entirely by volunteers, led by our founder Buck Smith. As we continue to grow, we are looking for a part-time Administrative & Communications Assistant to help bring more consistency, flow, and support to the day-to-day work — and to help ensure the organization can function smoothly beyond one person.

This is a modest, paid role designed to support a historically volunteer-run organization. The right person will care deeply about people, communication, and community, and will enjoy quietly helping something good work even better.

About the Role

This role provides both administrative and communications support (roughly 50/50) and works closely with Buck Smith. At first, responsibilities will be guided by Buck; over time, the person in this role will grow into a trusted point of contact for families, volunteers, and community partners.

Hours are flexible, approximately 5–10 hours per week, with a monthly stipend. During the season (April–November), the role includes being present at Saturday morning games at Tilles Park in St. Louis (approximately 9:00 a.m.–12:00 p.m.).

Core Responsibilities

PROGRAM OPERATIONS

- Manage season calendars, game and event scheduling, and logistics
- Coordinate uniforms, equipment, and supplies
- Send weekly or seasonal updates to families and participants
- Help manage and post on social media (primarily Facebook and Instagram)
- Handle registration workflows for families and volunteers
- Maintain participant records and basic reporting
- Ensure accessibility and safety standards are met
- Assist with communication and coordination with:
 - Buddies and families
 - Team coaches and volunteers
 - Civic organizations and community partners
 - Field rental contacts, vendors and regional Challenger Baseball administrators

VOLUNTEER COORDINATION

- Schedule and communicate with buddies (volunteers)
- Coordinate with schools, teams, and service groups
- Provide simple onboarding materials
- Be the go-to contact so Buck is not fielding every question

FOUNDER PROTECTION & KNOWLEDGE CAPTURE

- Document Buck's processes, decisions, and principles
- Help translate Buck's vision into repeatable systems
- Shield Buck from operational overload
- Prepare materials so Buck can share with future Challenger speakers

LIGHT FINANCIAL COORDINATION

- Track budgets and expenses (not bookkeeping)
- Support grant or funding applications
- Prepare simple reports for leadership or advisors
- Maintain transparency and documentation

COMMUNITY & SPONSOR SUPPORT (NOT SALES)

- Manage inbound sponsor/donor interest
- Prepare sponsor/donor communication materials and follow-ups
- Track commitments and deliverables
- Ensure sponsors/donors feel appreciated, not exploited

WHO WE'RE LOOKING FOR

- Organized, reliable, and comfortable taking initiative
- Warm, thoughtful communicator — written and verbal
- Able to learn Buck's style and reflect the humble, people-first culture of Challenger Baseball
- Comfortable working independently in a small, informal nonprofit environment
- Experience in administration, communications, education, social work, or community organizations is helpful, but not required
- Deep respect for people with disabilities and their families

Compensation

This is a part-time, paid role with a **monthly stipend of \$500**, reflecting Challenger Baseball's roots as a volunteer-run organization.

Why This Role Matters

This position exists so Buck doesn't have to do everything — and so Challenger Baseball can continue to thrive, grow thoughtfully, and serve families well for years to come. If you or someone you know may be a good fit, we would love to start a conversation.

Contact buck@challengerbaseball.org

