



The Los Angeles Dodgers currently have a job opportunity for **Coordinator, Family Programs**. Below you will find a brief description of the job and application process. For additional information, please contact [TalentRelations@ladodgers.com](mailto:TalentRelations@ladodgers.com).

**Title:** Coordinator, Family Programs  
**Department:** Family Programs / Baseball Operations  
**Status:** Full-Time  
**Pay Rate:** \$23.00 - \$26.00/hour\*  
**Reports to:** Director, Family Programs  
**Posting Date:** January 27, 2025  
**Deadline:** January 31, 2025

*\*Compensation rates vary based on job-related factors, including experience, job skills, education, and training.*

The Coordinator, Family Programs will play a vital role in supporting the overall department by assisting in the daily management and execution of a comprehensive support program for the families of team personnel. This position will help implement high-quality services and resources, while acting as a secondary liaison between the families and internal teams. The Coordinator will also assist in organizing events with key stakeholders and contribute to the development of initiatives that promote the Dodgers' culture, ensuring an enriching and memorable experience for team personnel and their families. The Coordinator will also take on key managerial responsibilities on game days, overseeing all family spaces to ensure smooth operations and a positive experience for families.

*Essential Duties/Responsibilities:*

- Assist in the development and implementation of a Family Program for the families of team personnel, coaches, and staff, helping to create engaging concepts for the Dodger family experience. Support the coordination of events throughout the season to enhance the overall experience for team personnel, coaches, and their families.
- Support team personnel, families and the team with charitable works, partnering with Los Angeles Dodgers Foundation and our Community Relations Departments on activities and programming.
- Maintain a budget tracker for the department, ensuring all expenses are accurately recorded and that the department remains within budget.

- Support the scheduling of meetings with childcare staff to review the season curriculum and ensure all Dodger needs are being effectively addressed.
- Assist in coordinating and executing seasonal events aimed at fostering a family-oriented culture, working closely with external vendors and internal departments to ensure successful execution.
- Serve as a secondary contact to all family members and help foster and develop relationships with all key family members.
- Monitor and help respond to all inquires sent to the Family Programs departmental email inbox.
- Contribute innovative ideas for family events and gifting that will elevate the Dodger Family Program, ensuring a unique and memorable experience for all families.
- Provide support to the department supervisor on various administrative tasks as needed.
- Help maintain and continuously update the Family Programs CRM system with updates and team personnel/family information. Attending regularly scheduled meetings with the IT department to evolve platform and the integrated Family Programs App.
- Submit invoices and purchase orders on behalf of the department and needs.
- Oversee game day operations for all family-related spaces, including the Family Room, Wives' Dining Room, and Wives' Lounge. Coordinate and execute any game day activities within these areas, ensuring smooth operations and a positive experience for all attendees.
- Maintain a friendly and approachable demeanor with children and wives, creating and providing a positive environment.
- Develop and distribute materials that keep families informed about team activities, schedules, and community resources, but mostly focusing on “Homestand Highlights”.
- Help coordinate event logistics, including venue selection, transportation, catering, and entertainment.
- Assist with all Family Programs related road trips, including Spring Training, Annual Family Trip, Postseason (entirety), and any special MLB series. Assist in creating special events, programing and spaces for all families on the road.
- Perform related duties as assigned.

*Basic Requirements/Qualifications:*

- B.A. or B.S. in Sports Management, Education, Hospitality or a related field.
- Excellent communication and interpersonal skills, with the ability to connect with a wide range of people and adapt in a high paced environment.
- Availability to work nights, weekends, and holidays as related to Dodgers Baseball and events calendar, and travel with the team when needed.
- Ability to travel up to 35% of time during the season and through the entirety of post season.
- Ability to work frequent overtime including evenings, weekends, and holidays. Overtime compensation will be provided according to company policy and applicable laws.
- Must have a valid driver’s license, with a verifiable safe driving record, and safely operate a company-supplied motor vehicle, daily, for duties related to this position.
- Proven success in event planning or coordination.

- Uphold a high level of professionalism while serving as a point of contact for Dodger Families.
- Liaison between various Dodger departments, Clubhouse staff and Families.
- Strong planning, organization, and administrative skills, with excellent attention to detail.
- Must have a high degree of personal integrity, professionalism and appearance at all times.
- Must be a goal oriented, proactive self-starter with a strong work ethic.
- Knowledge of the Los Angeles Dodgers organization, including the team's standings and schedule, and Dodger Stadium's seating areas and stadium.
- Proven ability to handle multiple projects simultaneously while meeting tight deadlines.
- Possess outstanding organizational, interpersonal and administrative skills.
- Demonstrate excellent written and oral communication skills.
- Adaptable with the ability to problem-solve and multitask effectively.
- Proficient in Microsoft Office.
- Strong commitment to maintaining confidentiality and safeguarding sensitive information.
- Proven experience in providing premium customer service to high-end clients, demonstrating a deep understanding of their needs and expectations.
- Ability to occasionally move equipment weighing up to 25 pounds
- Previous experience with Salesforce or CRM systems preferred.
- Fluent in Spanish, Japanese or Korean a plus but not required.
- Possess a genuine enthusiasm and positive attitude towards interacting with children.

**Current Los Angeles Dodgers employees should apply via the internal job board in UKG by following these prompts:**

*MENU > MYSELF > MY COMPANY > VIEW OPPORTUNITIES > select the position > CONSENT > APPLY NOW*

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