



The City of Madison invites applications for the position of:

## **Softball/Baseball Coordinator**

An Equal Opportunity Employer

**Salary Range: \$13.00-\$15.00 hourly dependent on qualifications**

**Part – Time, not benefits qualified**

**Accepting applications NOW! - - - - OPEN UNTIL FILLED**

### **JOB SUMMARY:**

To plan, organize and coordinate softball/baseball programs. This position requires knowledge of softball & baseball as well as supervisory, organization and planning skills. The position involves a varied hourly schedule including weekend duties dependent on division activity. Attend all supervisor, safety and Park Board meetings or have division representation present. Additional duties may be requested as necessary. Employee will work under direct supervision of the Park Board, along with indirect supervision by Mayor and City Council.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

(Any one position may not include all of the duties listed nor do the listed examples include all tasks that may be found in positions of this class.)

- Plans, organizes, supervises and coordinates softball & baseball programs.
- Assists in recruiting, training and coordinating the work of volunteers (coaches) & umpires for home games.
- Provide applicable training to volunteers (coaches).
- Participates in the development, implementation and maintenance of program goals and objectives.
- Maintain current and accurate inventory of all baseball & softball supplies and purchases. Coordinate and authorize all purchases of the Park and Recreation division (Park Board). Items exceeding \$750.00 must be authorized by the Park Board. Items over \$10,000.00 by law must be subject to bidding and approved by the Mayor, City Council and Park Board. Coordinates program billing, payments and contracts.
- Responsible for answering all complaints, that pertains to the division in a prompt and professional manner.
- Oversees program events and activities (ensures sufficient staff).
- Serves as emergency substitute of program(s) or event (s).
- Responds to inquiries and requests for information.
- Represents the department within the City, other agencies, civic groups and the public.
- Coordinates marketing and publicity of programs.
- Maintains confidentiality of personal records and other sensitive information.
- Maintains documentation of activities performed and provide documentation to park board for accountability.

### **Additional Duties for Recreation Coordinator in Youth and Adult activities:**

- Monitors and inspects facilities for safety and security; oversees janitorial services.
- Schedules facility operations and maintenance with the Utilities Department.
- Plans, organizes, implements and facilitates events, youth programs and Sports.

### **Ability to:**

- Properly schedule and promote programs & activities.
- Maintain accurate records and prepare related reports.
- Coordinate and monitor the work of others.
- Provide detailed and timely feedback to staff.
- Establish and maintain effective work relationships.

### **POSSESSION AND MAINTENANCE OF:**

- A valid Nebraska driver's license
- Current First Aid and CPR certifications or obtain within 30 days after being hired.