

## Job Description

### Job Information:

**Title:** **Adult Coed Summer/Fall Softball Coordinator**

**Classification:** Part-Time II - Hourly (\$12.75)

**Supervisor(s):** Works under general and detailed supervision of the Recreation Specialist assigned to the Adult Coed Softball Program.

### Job Summary:

To supervise and coordinate activity at the assigned complex, by using the basic philosophy, policies, and procedures adopted by the Bismarck Parks and Recreation District.

### Examples of Duties and Responsibilities:

1. Coordinators must arrive at the complex 30 minutes prior to the start time. They will inspect the playing fields and equipment to identify and address any problems or potential hazards.
2. The Coordinator will be responsible to know and implement information and rules in the Softball Manager's Handbook.
3. Be visible and available to umpires and participants. Must be able to answer questions and provide first aid and administrative assistance.
4. Ensure umpires arrive at their assigned fields 15 minutes prior to game time. Contact umpires if one does not show up. Assign a team representative or other to umpire a game if an umpire is not available.
5. Move from field to field observing play. Approach and correct problems in a positive manner with players and umpires.
6. Coordinators are responsible for distribution of game balls at the beginning of games, collection of game balls and score cards at the games' completion, and delivery of score cards to the main office the next day.
7. Discuss any problem areas or concerns with coaches and inform the Recreation Specialist.
8. Coordinators will lock all supplies and equipment in the Shack at the end of each night. Any keys issued must be turned in at the end of the season.
9. Accident/Incident reports are to be completed as soon as possible after the accident occurs and turned in to the BPRD office the next morning.

10. Coordinators are required to attend any scheduled training/orientation sessions prior to the start of the season. This may include first aid, CPR and AED.

11. Other duties as assigned by the Recreation Specialist.

The above statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the positions, duties, and tasks as they may change or be adjusted as situations require.

#### Qualifications

1. Must demonstrate knowledge of the game of softball.
2. Must be able to effectively communicate both verbally and in writing.
3. Must be available designated Sundays in June and July. Also Mondays and Wednesdays in Late-August through Mid-October. Hours will vary.
4. This position will require extensive contact with adults as well as youth and minors.
5. Position will require securing facilities and equipment.
6. Able to lift up to 30 pounds or heavier lifting with other employees.

Updated: March 2021