

## **Job Description**

### Job Information:

**Title:** Youth Baseball/Softball Complex Supervisor

**Classification:** Part-Time Seasonal/Exempt

**Supervisor(s):** Works under the general and detailed supervision of the assigned Recreation Specialist and Recreation Manager.

### 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. Complex supervisors should arrive at the complex 60 minutes prior to the program start. They will be required to check their complex by 7:30 a.m. in case it has rained or is raining so a decision can be made by 7:45 a.m. to cancel or not.
2. Prepare league rosters, clipboards, and scoresheets for the coaches. Provide coaches and participants with any announcements/directions to begin each day.
3. The Complex Supervisor will be responsible to be familiar with the coaches job description and assist the coaches.
4. Inspect all playing fields/areas and equipment to make sure they are safe from an safety concerns.
5. Must be present at all games and practices to observe and evaluate the staff, coaches and umpires. Be available to visit with parents/participants about the program.
6. Move from diamond to diamond observing, assisting and evaluating the coaching staff.
7. Supervisors will have the coaches check out and return equipment to the complex headquarters.
8. Supervisors will issue replacement equipment to coaches and take care of broken or damaged equipment.
9. The supervisor is responsible to communicate with the Recreation Specialist on a regular basis to keep them posted of the programs progress and any issues as they arise.
10. Create, with coaches, daily/weekly practice plans and ensure they are implemented.
11. Accident reports are to be filled out the same day, with all necessary information provided along with the coaches and any witnesses signatures. This must be turned in to

the Parks and Recreation Office the same day the accident occurs. Reports need to be filled out on all accidents, incidents and injuries before staff leaves for the day.

12. Coaches can be evaluated at anytime. Supervisors are responsible to evaluate coaches twice during the season. Supervisors are to rate the coaches on various areas and make necessary comments regarding both positive areas as well as those that need improvements. These evaluations must be reviewed with the coach in person. Evaluations must be completed before your last day of work.
13. Inventories need to be taken at the end of the season. All equipment and t-shirts need to be counted and taken to the storage room at the World War Memorial Building.
14. Supervisors will be required to attend weekly meetings with the assigned Recreation Specialist and recreation staff.
15. Supervisors will be required to attend the training/orientation sessions prior to the start of the season (usually toward the end of May).
16. Supervisors are responsible to get copies of all team rosters, etc. to the Recreation Specialist promptly.
17. Create, with coaches, daily/weekly lesson plans to conduct practices. These need to be completed each Friday for the following week.
18. Participate in the selection of all teams at the complex to see that this is done fairly.
19. Supervisors will be responsible to supervise and direct 4 – 10 coaches.
20. Will be responsible to review, approve, sign and turn in time sheets for coaches.
21. Other duties as assigned by the Recreation Specialist and Recreation Manager.

The above statements are intended to describe the general nature 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 have knowledge of the games of baseball.
2. Must have prior coaching experience with elementary, junior high or senior high athletes.
3. Must have good written and verbal skills. Must have experience supervising season staff.
4. Must be available from mid-May to mid-August. Hours will vary.
5. This position will require extensive contact with youth and minors as well as adults.
6. Able to lift up to 30 pounds or heavier lifting with other employees.