



Position Title: Adult Softball Coordinator

Department / Location: Recreation Department - Whitman MS and/or Hart Park

Job Classification: Part-Time

Reports to: Recreation Program Coordinator

Supervises: Adult Softball League and Adult Softball Umpires

Position Summary: The Adult Softball Coordinator is a part time position responsible for the supervision of Adult Softball League and Adult Softball Umpires. This position requires solid leadership and communication.

Duties and Responsibilities:

- Hire staff and oversee the adult softball umpires.
- Ensure all umpires are maintaining the high standards of the recreation department.
- Serve as an umpire as needed.
- Lead the quality control initiative (bat testing) to improve the overall.
- Handle day-to-day softball quality issues (rainouts, customer inquiries, etc...).
- Create and update standings and schedules.

Qualifications:

- Possess great knowledge of the game and the rules.
- Be a fair person.
- Portrays good communication skills with Umpires and Recreation Program Coordinator.
- Portrays a friendly, positive attitude.
- Displays overall confidence.

Special Requirements:

- Reliable transportation.
- Must be available the entire season.

Physical Requirements:

- The employee must be able to complete all physical requirements of the job with or without a reasonable accommodation. Physical requirements will include sitting, standing, walking, lifting, carrying, reaching, pushing, pulling.

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Wauwatosa School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed