



Position Title: Co-Ed Kickball Coordinator

Department / Location: Recreation Department – Longfellow Turf Softball Field

Job Classification: Part-Time

Reports to: Recreation Coordinator - Facility Scheduler

Supervises: N/A

Position Summary: Supervise and officiate/umpire game nights

Qualifications:

- Knowledgeable about the game of kickball and the basic the rules and umpiring.
- Strong leadership skills and is responsible and reliable.
- Experience working with recreation programs.
- Portrays a positive and have-fun attitude.
- Display patience and empathy.
- Ability to stand and be outdoors for over three hours at a time.
- Have the following certifications and trainings: SafeSchools Online Training
- Safety Conscious.
- Reliable transportation.
- Mobile phone for communication and to access online information and forms.

Essential Job Functions:

- Supervises both the coaches and the participants of each team.
- Ensures game equipment and field are ready on game night.
- Serves as the game official / umpire.
- Resolves problems during games or between teams as needed.
- Reports any issues with teams, field, or equipment to the program coordinator.
- Evaluates the league and offers recommendations at the end of the season.

Additional Job Functions:

- Completes accident/incident reports whenever necessary.

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