



**Position Title:** Tosa Volleyball League (TVL) Coordinator

**Department / Location:** Recreation Department

**Job Classification:** Part-Time Spring (April – May)

**Reports to:** Recreation Program Coordinator

**Supervises:** Tosa Volleyball League (TVL)

**Position Summary:** To directly supervise, plan and implement the youth softball/Tball program. This includes supervision of the coaches as well as communicating with parents and other staff members.

**Duties and Responsibilities:**

- Supervises both the coaches and the participants.
- Ensures equipment is in safe and proper condition prior to season starting.
- Resolves problems with parents and others as they arise.
- Organizes and distributes uniforms (t-shirts).
- Organizes plans for each practice and informs coaches of their responsibility for that practice.
- Evaluates each coach at the end of the season.
- Completes accident/incident reports whenever necessary.

**Qualifications:**

- Have the following certifications and trainings: CPR, First Aid and Bloodborne Pathogen.
- Possess strong leadership skills.
- Responsible and reliable.
- Safety Conscious.
- Experience working with youth.
- Knowledgeable about the game of softball, the rules and umpiring.
- Become a member of WYSCO.
- Good computer skills: Word, Excel and Publisher.
- Portrays a positive and energetic attitude.
- Display patience and empathy.
- Ability to stand and be outdoors for long periods of time.

**Special Requirements:**

- Reliable transportation.
- Must be available all summer

**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.



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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.

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Employee Signature

Date Signed