



Position Title: Adaptive Softball Lead

Date: January 2021

Department: Parks and Recreation

Division: Recreation

Accountable to: Recreation Supervisor

Primary Objective of Position:

Provide adaptive programming to ensure a successful recreation experience for participants with disabilities, under the supervision of the Recreation Supervisor and work direction of the Adaptive Coordinator. The position is also responsible for assisting in the supervision of other positions including Instructors and Volunteers.

Examples of Duties:

1. Provide leadership to Adaptive Softball Instructors and Volunteers in program.
2. Provide a safe, fun and appropriate experience for all participants.
3. Plan, organize and direct adaptive softball in cooperation with Instructors, Volunteers and Inclusion Facilitators.
4. Assist in the preparation and execution of staff training.
5. Complete any necessary documentation. Submit all documentation to Supervisor/Coordinator in a timely manner.
6. Provide appropriate adaptive programming while teaching softball skills and sportsmanship.
7. Delegate appropriate responsibilities to Instructors and Volunteers.
8. Actively provide a model for supporting participants in the programs. Provide or assist with personal cares for participants as needed.
9. Encourage social interactions between and among all participants.
10. Complete duties such as set-up, take-down, assigning staff duties, managing players, assigning batting order and positions.
11. Follow staff policies and procedures.
12. Ensure that all staff and volunteers follow the established policies and procedures.
13. Problem solve with other staff, participants, parents/guardians and supervisors.
14. Work as a team member to ensure compliance with the Americans with Disabilities Act and the Minnesota Human Rights Act.
15. Complete all other duties as assigned by Recreation Supervisor.
16. Adhere to and enforce state health guidelines.

Minimum Qualifications:

1. Must be 18 years of age or older.
2. Must be available the entire season from June 15-August 11 (Monday and/or Tuesday nights) as well as all training dates.
3. Must successfully pass a criminal background check.

4. Must have experience working with people with disabilities.
5. Have basic knowledge of the skills and rules of softball.
6. Must have willingness to learn about and support people with disabilities as they participate fully in City sponsored Parks and Recreation programs.
7. Currently certified in First Aid/CPR/AED or have ability to obtain.

Desirable Qualifications:

1. Supervisory or leadership experience.
2. High school diploma and relevant post-secondary course work preferred (therapeutic recreation, psychology, education, healthcare, etc.).
3. Experience working in community recreation or education programs.
4. Creativity and assertiveness to plan and implement activities.

Supplemental Information:

Adaptive Softball runs Mondays and Tuesdays beginning on June 14 through August 10, with staff hours from 6:00 PM to 8:30 PM. Youth Adaptive Softball (ages 10 to 18) runs Monday evenings and Adult Adaptive Softball (ages 19+ and up) runs Tuesday evenings. Softball staff training will occur June 14th (Youth) and June 15th (Adults). Staff working for both youth and adult softball are required to attend both nights of training.