



**Position Title:** Adaptive Softball Coordinator

**Date:** January 2019

**Department:** Parks and Recreation

**Division:** Recreation

**Accountable to:** Recreation Supervisor

**Primary Objective of Position:**

Provide on and off site leadership and supervision through planning, organizing and directing programming for adaptive softball, under the direct supervision of the Recreation Supervisor.

**Examples of Duties:**

1. Provide a safe, fun and appropriate experience for all participants.
2. Assists Recreation Supervisor to recruit, interview, recommend and train seasonal staff.
3. Work with Recreation Supervisor to manage and supervise Adaptive Softball.
4. Provide work direction for Adaptive Softball Leads and Instructors.
5. Plan, prepare and communicate weekly softball schedule for participants and staff and coordinate with Recreation Supervisor to approve time off requests.
6. Communicate regularly with Supervisor, public, staff, program participants, and families.
7. Prepare, submit and review all reports required on participants, staff, incidents and property damage. Turn in all documentation to Supervisor in a timely manner.
8. Attend, participate, and help facilitate staff trainings and meetings.
9. Provide support as needed for all participants and staff to create an inclusive environment.
10. Work as a team member to ensure the program's compliance with the Americans with Disabilities Act and the Minnesota Human Rights Act.
11. Organize and keep inventory of all equipment utilized at softball.
12. Evaluate and give on-going feedback to all softball staff as well as overall program.
13. Participate in performance evaluation, identifying accomplishments, goals, and personal improvement plans.
14. Follow staff policies and procedures.
15. Ensure that all staff and volunteers follow the established policies and procedures.
16. Complete all other duties as assigned by Recreation Supervisor.

**Minimum Qualifications:**

1. Must be 18 years of age or older.
2. Must be available the entire season, including trainings and orientations. Also, in advance of the season for staff interviews, training and program planning.
3. Must successfully pass a Criminal and Driving Background Check.
4. Must possess valid driver's license.
5. Must have supervisory and/or leadership experience and ability to manage time and work independently.

6. Must have experience working with people with disabilities.
7. Must have good communication, leadership and organizational skills.
8. Must have a willingness to learn about and support people with disabilities as they participate fully in City sponsored Parks and Recreation programs.
9. Currently certified in First Aid/CPR/AED, or have ability to obtain.

**Desirable Qualifications:**

1. Bachelor's Degree (or pursuing degree) in Recreation, Sports and Leisure, Education or related field.
2. Experience working in community recreation or education programs with teens and people with disabilities.
3. Creativity and ability to plan, lead and implement activities.
4. Responsible, reliable and be able to work as part of a team.

**Supplemental Information:**

Adaptive Softball runs Mondays and Tuesdays beginning on June 17 through August 13 with staff hours of 6:00 PM to 8:30 PM. There will be no programs the week of July 4. 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 17<sup>th</sup> and 18<sup>th</sup>. Coordinator additionally assists in staff interviews and program planning prior to the start of season, dates and times flexible.