



Position Title: Adaptive Softball Lead

Date: January 2017

Department: Community Services

Division: Parks and Recreation

Accountable to: Recreation Supervisor – Adaptive Programs

Primary Objective of Position:

Under the direct supervision of the Adaptive Recreation Supervisor and leadership of the Adaptive Coordinator, the Adaptive Softball Lead provides appropriate adaptive programming to ensure a successful recreation experience for participants with disabilities. The position is also responsible for supervision of other positions including Instructors, Inclusion Facilitators and Volunteers.

Examples of Duties:

1. Provide leadership to Adaptive Program Instructors and Volunteers in program.
2. Plan, organize and direct adaptive softball league in cooperation with Instructor(s), Volunteers and Inclusion Facilitators.
3. Plan and prepare weekly calendar of activities; submit weekly attendance reports and written post-season evaluation of program and recommendations for next season.
4. Prepare, submit and review all reports required on participants, staff, incidents and property damage. Submit all documentation to Supervisor/Coordinator in a timely manner.
5. Provide appropriate adaptive programming while teaching softball skills and sportsmanship.
6. Delegate appropriate responsibilities to Instructors and Volunteers.
7. Actively provide a model for supporting participants in the programs. Provide or assist with personal cares for participants as needed.
8. Encourage social interactions between and among all participants.
9. Complete duties such as set-up, take-down, assigning staff duties, managing players, assigning batting order and positions.
10. Follow staff policies and procedures.
11. Complete all other duties as assigned by Recreation Supervisor and/or Adaptive/Inclusion Coordinator.
12. Ensure that all staff and program participants follow the established policies and procedures.
13. Provide a safe, fun and appropriate experience for all participants.
14. Problem solve with other staff, participants, parents/guardians and supervisors.
15. Work as a team member to ensure compliance with the Americans with Disabilities Act and the Minnesota Human Rights Act.

Minimum Qualifications:

1. Must be 18 years of age or older.
2. Must be available the entire season from June 12-August 8 (Monday and/or Tuesday nights) as well as all training dates. No softball the week of July 3.
3. Must successfully pass a criminal background check.
4. Must have experience working with people with disabilities.
5. Must have willingness to learn about and support people with disabilities as they participate fully in City sponsored Parks and Recreation programs.

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.
5. First Aid/CPR certification.

Supplemental Information:

Adaptive Softball runs Mondays and Tuesdays beginning on June 12 through August 8, from 6:30 PM to 8:30 PM. There will be no programs the week of July 3. 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 12. Other general training may occur prior to this date.