

City of Altoona Position Description

Title: **Adult Softball Supervisor**
Department: **Recreation**
Reports to: **Recreation Director**
Date: **February 2012**

Position Summary

Under the supervision of the Recreation Director, the Adult Softball Supervisor maintains Cinder City park facilities during adult softball league, May - August, Monday-Thursday evenings 6:00-11:00pm.

Work Tasks

The following duties are normal for this position. The duties listed are not to be construed as all-inclusive. Other duties may be required and assigned.

- Supervising league players and umpires
- Maintains good order in Cinder City Park
- Cleaning restrooms and picnic areas (restock toilet paper and hand towels)
- Helps umpires (collect homerun balls over fence)
- Hand out and Collect umpire cards before/after each game
- Close park by turning off all park field lights, locking light switch boxes and shutting gate
- Pick up trash on grounds continuously
- Attend all required staff meetings and trainings
- Be punctual and reliable (arrive 15mins. Prior to the start time)
- Follow all policies and procedures of the department as outline in the Employee Handbook
- Assist Concession Stand worker if needed

Working Conditions

Work is completed mostly outdoors. Outdoor work may be in a variety of environmental extremes such as heat, cold, rain, wind, noise, fumes and dust.

Experience

The Adult Softball Supervisor must be familiar with the rule/regulations of adult softball and must be able to work alone.

Licenses and Certificates

- A valid Wisconsin driver's license is required; and
- CPR/First Aid certification, preferred.

PRE-EMPLOYMENT DRUG SCREENING MAY BE REQUIRED.

The City of Altoona is an Equal Opportunity Employer. To comply with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.