

**CITY OF LEWISTON
POSITION DESCRIPTION**

Title: **Summer Baseball/Softball Coordinator**
Reports to: City Administrator
FLSA Status: Non-Exempt

POSITION PURPOSE:

Responsible for planning, scheduling, supervising and assisting Park and Recreation Committee in evaluating the Summer Recreation Program. Works with City Administrator on development of budget and hiring instructors and coaches. Works with school personnel to schedule use of their facilities and arrange for transportation.

POSITION RESPONSIBILITIES AND TASKS:

- Planning and scheduling activities of the Summer Recreation Program
- Hiring prospective instructors and coaches
- Scheduling of personnel
- Scheduling location of baseball and softball games, as needed
- Supervising Summer Rec staff
- Coordinating computer registration system with office staff
- Preparing publicity material, press releases, flyers, and managing social media
- Responding to parent inquiries and complaints
- Working with city hall staff on registration
- Maintaining good public relations
- Purchasing equipment per city policy
- Maintaining fields and equipment

OTHER DUTIES AND RESPONSIBILITIES:

Performs other job related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Extensive knowledge of sports and programming of recreation and leisure activities.
- Must have leadership and organizational skills.
- Must be skilled in public relations and dealing with city and school officials, employees, volunteers, and community organizations.
- Must work well with young children, students of all ages, and the general public.
- Good oral and written communication skills are required.
- Must possess a first aid certificate, BLS certificate preferred.
- Ability to work outdoors in varying weather conditions.

EDUCATION AND OTHER QUALIFICATIONS:

Graduation from high school, and experience working with young children and students of all ages is preferred. Driver's License preferred.

WORKING CONDITIONS: Work is performed indoors and outdoors in all weather conditions. Performing essential functions of the position regularly requires the incumbent to remain standing in the normal position for extended periods of time with occasional lifting or carrying of objects from five to fifty pounds.

*A BACKGROUND CHECK IS REQUIRED FOR THIS POSITION

Approved: February 2017