

## The City of Altoona Position Description

<b>Position Title:</b>	Seasonal Adult Softball Supervisor	<b>Department:</b>	Parks & Recreation
		<b>FLSA:</b>	Non-Exempt
<b>Last Update:</b>	March 2022	<b>Reports To:</b>	Recreation Manager and/or Recreation Supervisor

### Position Summary

Under the supervision of the Recreation Manager or Recreation Supervisor, the Adult Softball Supervisor oversees softball games while also maintaining Cinder City park facilities during adult softball league, June - August, Wednesday 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 or steps in and umpires when sub is unavailable)
- Hand out and collect umpire cards before/after each game
- Assist Concession Stand worker if needed
- Pick up trash on grounds continuously
- Close park by turning off all park field lights, locking light switch boxes and shutting gate
- 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

### 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.
- Employees may be required to wear masks and abide by other recommended or required protocols to aid in reducing the spread of disease.

### Education

- College student

### 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

- 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.***

I have read and understand this Job Description

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Signature

Date