

Westchester Park District

Softball Supervisor – Part-Time

General Purpose:

Oversees the park district's softball program on the two ballfields at Mayfair Park. Responsible for setting up the fields including mound and bases prior to game play, meeting teams prior to all games, providing information to the teams and umpires and handling and documenting any disagreements or emergencies before, during or after game play. Reports scores and closes down the field, reporting on inventory and other needs. Depending on staffing, will either handle Concessions (with additional responsibilities) or oversee individual responsible for Concessions and provide assistance as needed. Reports directly to the Mayfair Center Manager.

Essential Duties and Responsibilities:

1. Wash the bases before each game and set up mound and bases on needed fields. Safely drag the fields with the tractor before the start of games as needed. Apply turf and diamond dry to prepare the fields for play in case of inclement weather.
2. Inspects fields, trailer and equipment for safety. Corrects and reports unsafe program conditions.
3. Follows park district safety rules, exercises safe work practices and follows all emergency procedures.
4. Distributes league cards to each team as they arrive before each game.
5. Gives the umpires a new ball for each game and the remotes for the scoreboards. Show the umpire how to use the remote scoreboard if it is their first time here and as needed. At the end of the night, retrieve the remotes back plug them in to recharge for the next night.
6. Record scores as the games are finished on the master copy in the trailer.
7. Turn on the lights if needed for late games or a malfunction. Be certain to return switch to "Auto" by the end of the night.
8. Depending on staffing, handles Concessions operations, taking inventory, making sales, providing correct change and making deposit. Additional responsibilities will follow.
9. In case of lightning, games will stop immediately. Wait 15 minutes to see if the weather stops and get the all clear to play. If games are rained out, please contact the captains for the remaining games. Be knowledgeable and remain calm and alert while executing emergency evacuations and severe weather alert procedures.
10. Inform Mayfair Center Manager of daily operational needs, problems or player feedback.
11. When dealing with players, umpires and visitors, treat them with respect.
12. Write down any incidents that happen in full detail, using Accident or Incident Reports. Write down anything that is needed at the fields such as balls, ice packs, etc. Ensure Mayfair Center Manager gets these materials.
13. At the conclusion of games, return all equipment to trailer and secure it.
14. Remain on site at all times during activity. Wear your WPD ID badge and staff shirt at all times.

Physical Requirements:

- Talking/Hearing: To effectively communicate with participants
- Seeing: To obtain information from written material and driving
- Driving: To drive tractor for dragging field and drive vehicle as required
- Walking: To set up various areas of the field
- Crouching: To install bases and pitching mound
- Pushing/Pulling: To set up field and rake field

- Sitting: To drive tractor to drag field
- Lifting: To set up equipment and apply field chalk or materials

Qualifications:

- Must be at least 18 years of age
- Must have a valid driver's license
- Certification in CPR/AED preferred. Classes held at the Westchester Park District
- Must have an understanding of the sport you are supervising
- Ability to work independently and without direct supervision
- Have an understanding of cash handling procedures
- Must be able to work evenings and weekends
- Ability to work with patrons and staff and exercise good judgment when interacting with people
- Ability to lift 50 pounds

Compensation:

This position is a non-exempt position and is compensated at a rate of \$9.00-\$10.00/hr. DOQ.

To apply for this position, please get an application at the Mayfair Center or Community Center or online at www.wpdparks.org/employment and turn it in Attn: Mayfair Center Manager or email to rjoyce@wpdparks.org.