



DRIPPING SPRINGS
Texas

**ADULT SOFTBALL COORDINATOR
PART-TIME NON-EXEMPT,
SEASONAL**

A. GENERAL PURPOSE

Under the general supervision of the Parks and Community Services Director and the Programs & Aquatics Manager, the Adult Softball Coordinator will be responsible for general organization and facilitation of the Adult Softball Program. The Adult Softball Coordinator should oversee day to day management of softball teams, games, and general care for the fields.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides stewardship and supervision over the Adult Softball League.
2. Ensures all games are kept on schedule, teams are present, and are participating safely.
3. Ensures all umpires and scorekeepers are present before games begin. If an umpire or scorekeeper is absent, the Coordinator should work with the Programs Manager to find a replacement.
4. Enforces all program rules and policies, provide support for umpires, and assist the Programs & Aquatic Managers with any disciplinary actions if necessary.
5. Keeps well-informed of Adult Softball rules and regulations established by USA Softball and the City of Dripping Springs.
6. Assists the Programs & Aquatics Manager in communicating with teams and team captains.
7. Provides general care and maintenance for the softball fields including trash and debris removal.
8. Provides general feedback to the Programs & Aquatics Manager regarding program needs and recommended improvements.
9. Performs all other duties as assigned.

C. EDUCATION, EXPERIENCE, AND CERTIFICATIONS

1. Valid Texas Driver's License
2. Employee must be a minimum age of 18 years old.
3. Experience in participating in and/or facilitating Adult Softball Leagues.
4. Ability to establish and maintain effective working relationships with team representatives, city employees, City officials, and general public.
5. Ability to handle confidential and sensitive information while maintaining confidentiality.

D. SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by the Coordinator to successfully perform the essential functions of this position. Reasonable accommodations may be made to perform the essential functions if needed.

1. Work is performed mostly in field settings. Considerable outdoor work is required in managing daily program operations and care for the softball fields. Must be able to work outside in all weather conditions and be able to lift a minimum of 50 pounds.
2. While performing the duties of this job, the Coordinator is regularly required to stand; sit; walk; talk or hear; handle, feel or operate objects, tools, or controls; and reach with hands and arms. The Coordinator is often required to climb or balance; stoop, kneel, crouch, or crawl.

E. WORK HOURS

Regular schedule and hours will be set in coordination with the Programs & Aquatics Manager sufficient to perform the functions of this position. Typical work hours are Monday, Tuesday, and Thursday 5pm – 10:30pm. Must be available during the spring and summer months. Hours are subject to change based on field availability and program needs. This is a part-time non-exempt seasonal position and eligible for overtime pursuant to the needs of the City, if the employee works more than forty (40) hours in a seven (7) day work period. Any overtime hours performed must be preapproved by the Programs & Aquatics Manager or the Parks & Community Services Director.

F. SALARY

\$10-\$15 per hour, depending on experience. Pay days are every other Friday, or as otherwise determined by the "City of Dripping Springs Personnel Manual."

G. BENEFITS

As a seasonal employee, the employee shall not be eligible for City benefits. Additional direction on benefits is outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL, as may be

modified by the specific employee's offer letter.

H. EQUAL OPPORTUNITY EMPLOYER

The City's employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership, or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact the City Administrator at (512) 858-4725.

Please note: This Position Description is not a contract and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Position Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.