



POSITION VACANCY
Part-Time Seasonal

POSITION: **Adult Softball Field Supervisor**

DUTIES: Perform a variety of tasks in the supervision of Adult Softball programs for the Recreation Department. Set up all game fields by putting out bases. Provide supervision at programs sites, which include league play. Ensure the safety of participants. Maintain discipline and handle comments or concerns from the public. Enforce and/or recommend changes to policies and procedures for assigned programs. Interact with numerous groups and individuals, such as patrons, students, staff, etc., in the performance of daily activities. Disseminate program information to patrons; answer questions and help resolve problems. Handle emergency or crisis situations. May be required to perform emergency care. Games are scheduled evenings, Monday through Friday and maybe some Saturdays, May-July.

KNOWLEDGE AND ABILITIES: Thorough knowledge of the policies, procedures, and activities of the Parks and Recreation Department as they pertain to the performance of the duties of the Adult Softball Field Supervisor. Comprehensive knowledge of adult softball. Ability to handle sensitive or stressful situations with tact and diplomacy. Solid knowledge in the applications of equipment as necessary for the completion of daily activities. Ability to comprehend, interpret and apply regulations, procedures, and related information. Ability to work with diverse people. Ability to work successfully in a team-oriented atmosphere that provides citizens and employees with accurate information. Well-developed customer service and human relations skills. Independent judgment and decision-making within established policy. Ability to speak with poise, voice control and confidence.

SPECIAL REQUIREMENTS: Must be at least 16 years of age. As a condition of employment, pass any or all of the following reference checks, background checks.

SALARY: \$12.50 per hour anywhere from 5 to 25 per week.

APPLICATIONS: A Hyland Hills application must be submitted for consideration.

Hyland Hills Parks and Recreation is an Equal Opportunity Employer.

