

Britt Summer Rec Baseball/Softball Manager

Position Summary

Britt Summer Rec Baseball/Softball Manager is a seasonal position. Duties begin in March and end in July. The Baseball/Softball Manager is responsible for the efficient and effective operation of the Britt Summer Rec Baseball/Softball programs and reports to the Summer Rec Director. Manager must have good verbal communication skills, show initiative, be dependable, have a desire to serve the public, ability to lead by example and delegate responsibilities.

Essential Job Duties:

- Organize volunteer parent coaches for each team (2 adult coaches per team)
- Work with Summer Rec Director to organize master list of participants
- Work with volunteer coaches to determine practice schedule
- Meet with area directors to set game schedule for league games (this is set up by Garner director and must have participant list at the meeting)
- Communicate to participants/parents/guardians expectations for the season, practice schedule, and game schedule
- May involve coaching teams if there is a lack of volunteer coaches
- Ensure all volunteers complete Volunteer Work Comp Form
- Maintain communication with baseball/softball coaches to ensure rules and guidelines set in place by Parks and Rec board are followed
- Seek sponsorship support from local businesses in person (minimum \$45/business is required)
- Work with Gifts Sew Sweet to design and order T-Shirts
- Work with businesses for ballfield sign order/sponsorships
- Recruit umpires for home games
- Prepare ball diamonds for play. Practice good weed control prior to and during season.
- Drag field before and after each game and practice
- Check equipment and clean if necessary. Equipment should be directed to Park and Rec board
- Ready concession stand (clean, order supplies).
- Create concession stand volunteer schedule – each participant will be required to have a parent/guardian volunteer for at least one home game
- Create/update checklist for concession stand volunteers
- Turn in concession stand money after each game to city hall
- Clean equipment, take inventory, and organize shed for winter
- Distribute thank you cards to all sponsors
- Prepare end of season report and meet with Parks and Rec board to review report, including recommendations for any equipment needs for the next season

Work Environment

This position requires work indoors and outdoors in varying temperatures and weather conditions. Frequent kneeling, standing, stooping, reaching, sitting and manipulating objects is required. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in this position. Employees will be required to follow any other job-related instruction and perform any other job-related duties as requested by the Parks and Rec Board or Britt City Council.