



Job Title: Head Legion Baseball Coach
Department: Williston Parks & Recreation
Status: non-exempt - Seasonal Position
Starting Salary Range: Competitive – DOE
Supervisor: WPRD Recreation Staff & Williston Boys Baseball Committee (WBB)



ESSENTIAL JOB DUTIES

- Lead the Williston Legion Baseball program by performing a variety of professional and administrative duties such as:
 - Practice planning/game planning
 - Participant Skill Development
 - Assist WPRD Recreation staff with fundraising, practice & game scheduling
 - Assist WPRD Recreation Staff & WBB with the development and implementation of a program wide curriculum for Skill/player development.
 - Assist WPRD Recreation Staff & WBB with the inventory process of all baseball related items annually.
 - Maintenance and upkeep of all record keeping, both Individual & Team statistics.
 - Maintain adequate supervision and cleanliness of all players & game/practice facilities throughout each season.

The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.

JOB DUTIES/TASKS

- Reviews and evaluates the success of the Legion AA & A programs (Keybirds & Oilers) annually.
- Aide in the recruitment, hiring process, & training of new baseball staff.
- Assists with program registration, rosters, mailings, and collection of fees.
- Communicates effectively with WPRD Recreation Staff regarding – game scheduling, staffing, & gameday operational needs.
- Assist with the marketing and promotion of the Baseball program through advertising, including the creation of seasonal brochures, news releases, flyers, pamphlets, and all public relation materials.
- May be required to physically set up for gameday/practice operational needs.
- Evening and weekend hours will be required on a regular basis throughout the season.

KNOWLEDGE REQUIRED BY THE POSITION

- Effective organizational and interpersonal communication skills
- Strong Baseball Background – Coaching/playing experience is preferred.
- Demonstrated leadership within groups
- Requires high level of creativity and resourcefulness
- Requires the ability to set and achieve goals through effective decision-making
- Ability to lift a minimum of 30 pounds.

SUPERVISORY CONTROLS

- Supervises assistant coaches & Players
- Provides input and oversight of the Legion AA & A programs (Keybirds & Oilers)

GUIDELINES

- Include the Park District Policies and Procedures. These guidelines are generally clear and specific, but may require some interpretation in application

WORKING CONDITIONS

- Mostly outdoors
- Position will require some evening, weekend, and holiday work
- General public contact is extensive

REQUIREMENTS

- Strong Baseball Background- Coaching/playing experience is preferred.

- Sufficient experience to understand the basic principles relevant to the major duties of the position
- Current CPR Certification, or able to obtain within 6 months
- Ability to work with limited supervision
- Ability to lift a minimum of 30 pounds or heavier lifting with other employees
- Ability to effectively communicate verbally and in writing
- The knowledge and ability to manage multiple tasks
- Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation