

Job Title: Summer Ball Program Coordinator

Location: Reinbeck, IA

Job Type: Seasonal, Full-Time

Reports To: Park Board

Position Overview:

The Summer Ball Program Coordinator is responsible for overseeing the planning, organization, and execution of the community's summer ball program. This includes managing field and equipment maintenance, scheduling games and practices, and coordinating team assignments. The coordinator will ensure the program runs smoothly, providing a positive experience for participants, coaches, and families.

Key Responsibilities:

- **Field and Equipment Maintenance:**
 - Inspect and maintain fields to ensure they are safe, clean, and properly prepared for games and practices.
 - Coordinate field preparation, lining, and setting up bases and equipment.
 - Track and maintain inventory of all equipment (balls, bats, helmets, etc.) ensuring proper storage and condition.
 - Coordinate with the Park Board for any necessary repairs or purchases of equipment and supplies.
- **Scheduling:**
 - Develop and maintain the season schedule, including practices, games, and tournaments.
 - Coordinate with coaches to ensure practice times are assigned appropriately and meet team needs.
 - Schedule officials, umpires, and other necessary personnel for games.
 - Communicate the schedules to all teams, coaches, and parents in a timely manner.
- **Team Creation:**
 - Organize player registration and assign participants to teams based on age, skill level, and availability.
 - Ensure that teams are balanced and fair, promoting a positive and competitive environment.
 - Communicate with coaches and team parents regarding team rosters, game schedules, and other important program details.
- **Program Coordination and Administration:**

- Oversee the daily operations of the summer ball program, ensuring the program runs on time and adheres to safety regulations.
- Act as a liaison between players, coaches, parents, and the Park Board to address questions, concerns, or conflicts.
- Assist with recruiting and training volunteer coaches and staff.
- Maintain program records, including participant sign-ups, equipment usage, and scheduling changes.
- Monitor program feedback and make necessary adjustments to improve participant experience.
- **Event Management:**
 - Help plan and coordinate special events such as opening day, team pictures, and closing ceremonies.
 - Work with local sponsors, volunteers, and community members to enhance the program's reach and success.

Qualifications:

- Previous experience coordinating sports programs, youth activities, or similar events (preferred).
- Knowledge of baseball or softball rules, equipment, and field maintenance techniques (preferred).
- Strong organizational, problem-solving, and communication skills.
- Ability to work well with children, parents, coaches, and volunteers in a team-oriented environment.
- Ability to lift and carry up to 50 lbs., including equipment and supplies.
- Basic knowledge of maintenance tools and equipment for field upkeep (preferred).
- Ability to work flexible hours, including evenings and weekends, during the summer season.

Physical Requirements:

- Ability to stand, walk, and sit for extended periods.
- Ability to work outdoors in various weather conditions (heat, rain, etc.).
- Ability to perform light to moderate physical labor (lifting, moving equipment, field setup).