



Position Title: Adaptive Softball Lead

Date: January 2012

Department: Community Services

Division: Parks and Recreation

Accountable to: Recreation Supervisor – Youth Programs

Primary Objective of Position:

Under the direct supervision of the Youth and Family Recreation Supervisor and leadership of the Adaptive /Inclusion Coordinator the Adaptive Softball Lead provide appropriate adaptive programming to ensure a successful recreation experience for participants with disabilities. The position is also responsible for supervision of other positions including Instructors, Inclusion Facilitators and Volunteers.

Examples of Duties:

1. Provides leadership to Adaptive Program Instructors and volunteers in program.
2. Plans, organizes and directs adaptive softball league in cooperation with instructor(s), Volunteers and Inclusion Facilitators.
3. Plans and prepares weekly calendar of activities; submit weekly attendance reports and written post-season evaluation of program and recommendations for next season
4. Responsible for all preparation, submitting and reviewing all reports required on participants, staff, incidents and property damage. Turns all documentation into Supervisor/Coordinator in a timely manner.
5. Provides appropriate adaptive programming while teaching softball skills and sportsmanship.
6. Delegates responsibilities to program staff and volunteers.
7. Actively provides a model for supporting participants in the programs. Provide or assist with personal cares for participants as needed.
8. Encourage social interactions between and among all participants
9. Complete duties such as set-up, take down, check in with players, batting order, assigning positions, and managing players.
10. Follows staff policies and procedures.
11. Completes all other duties as assigned by Recreation Supervisor and/or Adaptive/Inclusion Coordinator.
12. Ensures that all staff and program participants follow the established policies and procedures.
13. Provide a safe, fun and appropriate experience for all participants.
14. Problem solve by using other staff, parents, supervisors, the media, and community agencies as resources.
15. Work as a team member to ensure that the programs are in compliance with the Americans with Disabilities Act and the Minnesota Human Rights Act.

Minimum Qualifications:

1. Must be 18 years of age or older
2. Must be available the entire season from June 18-August 14th (Monday and/or Tuesday nights) as well as all training dates.
3. Must successfully pass a Criminal Background Check.
4. Must have experience working with participants with disabilities.

Desirable Qualifications:

1. Supervisory or Leadership experience.
2. 2+ years of experience working with participants with disabilities
3. High School diploma and Post-secondary course work in human services preferred (therapeutic recreation, psychology, social work, etc.).
4. Experience working in community recreation or education programs.
5. A creative mind and assertive personality to plan and implement activities.
6. A willingness to learn about and support people with disabilities so they can participate fully in City sponsored Parks and Recreation programs. Experience working in community recreation or education programs.
5. A belief that individuals with disabilities should be able to participate fully in community recreation
6. Patience and Reliability

Supplemental Information:

Adaptive Softball programs runs Mondays and Tuesdays beginning on June 18 through August 14 (no programs on July 2 or 3), from 6:30 PM to 8:30 PM. The Adult (ages 19+ and up) Adaptive Softball program runs on Tuesday evenings and the Youth (ages 10 to 18) Adaptive Softball program runs on Monday evenings. Staff trainings occur during the week of June 11th, some training dates may occur prior to this date.