Town of Selmer Parks and Recreation

230 N 5th St. Selmer, TN 38375

Office Phone (731)645-3866

<https://selmer.recdesk.com/Community/Home>

**League Coordinator**

**Department:** Parks and Recreation

**Position:** League Coordinator

**Dates:** Dependent on league applying for… League opportunities include baseball/softball/t-ball, soccer, basketball, volleyball, and traditional/ flag football.

**Age:** 17+

**Application Deadline:** Until filled

**Job Summary:**

**Major Duties and Responsibilities:** A League Coordinator is responsible for assisting in the planning, organization, and supervision of assigned youth and/or adult athletic leagues. Evening and occasional weekend hours are required. Must attend and participate in coaches an officials’ meeting and serve as liaison to all officials and official associations. Must oversee online program registration, maintain online league standings, inventory of athletic equipment, place jersey orders, and organize communication with parents and coaches via Teamreach app.

The league coordinator is expected to create a safe and engaging environment. In addition, he/she is to aid Selmer Parks and Recreation in fulfilling our mission to improve the quality of life for all participants by meeting the needs of the community through the provisions of safe, excellent, recreational, and leisure-time activities.

**Knowledge, Skills, and Abilities:** Ability to work independently and problem solve. Ability to maintain self-control and composure in high stress and/or difficult situations. Knowledge of baseball, basketball, soccer, softball, football, and volleyball including but not limited to rules, equipment and playing area. AED, CPR, and First Aid certifications are preferred.

**Physical Demands:** Must be able to work outdoors in various seasons. Must be able to walk back and forth on the length of the soccer field, softball play fields, and basketball courts. Ability to lift 50 pounds for 25 yards.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

**Disclaimer:**

The position description does not constitute an employment agreement between the Town of Selmer Parks and Recreation and employee and is subject to change as the needs of parks and recreation and the requirements of the job change.

Examples of duties listed in the position description are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similarly related or a logical assignment to the position.

Each employee’s position description is maintained as part of his/her personnel file. Additional copies of position descriptions may be requested through the department head.

Applications are available at the Selmer Community Center, 230 N. 5th St., Selmer TN and online at <https://selmer.recdesk.com/Community/Home>. If you have any further questions, please contact Selmer Parks and Recreation at (731)645-3866 or email parksandrecreation@selmer.gov