



POSITION TITLE: Seasonal On- Site Coordinator Positions
Community Park Softball Complex
Available Shifts:
6:00 p.m. -10:00 p.m. (Mon, Tue, Wed, Thur)
5:00 p.m. - 8:00 p.m. (Sun)

DEPARTMENT/DIVISION: Park and Recreation Department
Recreation Division

REPORTS TO: Program Supervisor

POSITION OBJECTIVE: To implement the goals, objectives and carry out the duties for the program assigned.

ESSENTIAL JOB FUNCTIONS:

1. Monitors activities and attendance at the assigned building according to the program specifics.
2. Responsible for maintaining the safety of all participants involved in the program.
3. Works independently with little supervision.
4. Communicates verbally and in writing to participants and parents, details for upcoming events change in scheduling, etc.
5. Resolves conflicts in a positive manner.
6. Attends meetings and trainings as required.
7. Overall responsible for the efficiency and quality of the program.
8. Responsible for obtaining, maintaining and returning all equipment necessary for position.
9. Knowledge of Adult Softball and USSSA rules and regulations a plus!

OTHER JOB FUNCTIONS

1. Seeks new ways to improve the quality of the program and devise creative alternatives for routine activities.

2. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

1. Ability to communicate effectively orally and in writing in English.
2. Ability to make decisions using judgment and discretion in accordance with established policies and procedures.
3. Must be at least eighteen (18) years of age.
4. Must have reliable transportation, may be required to transport between locations within the City.
5. Must be able to successfully pass a criminal background and reference check.

DESIRED QUALIFICATIONS:

1. Ability to maintain a positive image to the public.
2. First aid and CPR training preferred.

WORK ENVIRONMENT:

The attached work environment characteristics are representative of those an employee encounters while performing the essential functions of the On-Site Coordinator Position. Reasonable accommodations may be made to enable a person with disabilities to perform the essential job functions.

COMPENSATION:

Starting hourly rate is \$9.50 - \$11.50 (DOQ). Benefits include workers' compensation insurance and employer's share of payments to Social Security, Medicare, and Public Employee's Retirement Association, if applicable.

APPLICATION PROCEDURE:

Submit City of Fridley application and optional resume/cover letter. For application materials contact City of Fridley, 6431 University Avenue N.E., Fridley, MN 55432 (763) 572-3570. Applications will be accepted until positions are filled. The City of Fridley performs criminal background checks on final candidates.



April 2017

The City of Fridley will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, sex, national origin, marital status, status with regard to public assistance, disability, age, membership on a local human rights commission, or sexual orientation.

EEO/ADA