

## **Program Supervisor – T-Ball Program**

**Rate:** \$18.41/hour

**Job Description:** The T-Ball Program Supervisor oversees the youth T-Ball games and practices. Maintains safety standards and practices at all times. Follows and enforces town and department policies. Ensures quality customer service to all program participants.

### **General Duties:**

- Provides onsite supervision for league games on Saturdays.
- Oversees staff and referees during the program.
- Monitors coaches, players and spectators throughout the program to ensure sportsmanship.
- Assists the Recreation Supervisor with aspects of planning a the T-Ball League for children ages 4-7
- Prepares written reports as requested, prep rosters and maintain documents.
- Maintains superior communication with supervisors, coaches, referees, participants and parents
- Ensures the safety and well-being of all program participants by providing high quality risk management at all times
- Other duties as assigned

### **Qualifications:**

- Experience working with children and supervising staff in a youth sports environment
- Working knowledge of the sport of baseball/t-ball, scheduling and excellent communication
- At least 18 years of age with a valid driver's license and transportation.

**Reports to:** Recreation Supervisor and the Director of Parks and Recreation

**Status:** Seasonal: during t-ball season on Saturdays (hours vary based on program needs). Position will remain open until filled.

**Please send application to CAO Office (4 Market Street Collinsville).**

Note: Applications can be found on the Parks and Recreation website: [cantonrec.org](http://cantonrec.org) > General Info > Dept. Info > Forms Section and click on Employee Application.