

Village of Mahomet Parks and Recreation

218 S. Lake of the Woods Rd - P.O. Box 259 - Mahomet, IL 61853
Office Phone (217) 586-6025 Fax (217) 586-5696
www.mahometrecreation.com



League Coordinator

Department: Parks & Recreation

Position: League Coordinator

FLSA status: Non-Exempt

Dates: Dependent on league applying for

League opportunities include baseball/softball/t-ball, soccer, basketball, volleyball, and flag football.

Age: 17+

Wage: Varies, depending on experience

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 weekend hours are required. Must attend and participate in coaches and officials' meetings and serve as liaison to all officials and official associations. Must maintain online league standings, inventory of athletic equipment, and compile and submit accident/incident reports.

The league coordinator is expected to create a safe and engaging environment. In addition, he/she is to aid Mahomet 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, soccer, softball, and volleyball including but not limited to rules, equipment and playing area. AED, CPR and First Aid certifications are required (may be obtained upon being hired).

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

Disclaimer:

The position description does not constitute an employment agreement between the Village and employee and is subject to change as the needs of the Village 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 Mahomet Park and Recreation Office, 218 South Lake of the Woods Road, Mahomet and online at www.mahometrecreation.com. If you have any further questions, please contact Mahomet Recreation at 217/586-6025 or email mahometrec@mahomet-il.gov.