

The Town of New Milford is hiring! The Town of New Milford Parks and Recreation Department is currently accepting applications for the position listed below. Qualified and interested applicants should submit a resume, cover letter, three professional references, and a completed Town of New Milford employment application to [Personnel@newmilford.org](mailto:Personnel@newmilford.org)



## Town of New Milford Parks & Recreation Department

2 Pickett District Road, New Milford, CT 06776  
Telephone (860)-355-6050 – Fax (860)-355-6052

### **Job Description: Dodgeball League Coordinator**

**POSITION:** Dodgeball League Coordinator

**REPORTS TO:** Director of Programs and Events, Director of Parks and Recreation

**LOCATION:** John Pettibone Community Center

**RATE:** \$25/hour

### **MISSION:**

The mission of the New Milford Parks and Recreation Department is to provide quality leisure opportunities in a safe and healthy atmosphere and to enhance the quality of life of the community through the responsible management of parks, recreation activities and natural resources. To meet these ends, the Parks and Recreation Department attempts to provide safe and wholesome recreational services of both a passive and active nature. Our goal is to create a balance of activities, special events and programs for any and all segments of the population.

### **GENERAL STATEMENT OF DUTIES:**

Responsible for the overall organization and smooth operation of a dodgeball league, including scheduling games, maintaining communication with players and teams, ensuring compliance with league rules, and coordinating league events, all while fostering a fun and competitive playing environment.

### **ESSENTIAL FUNCTIONS:**

- Ensuring all players are appropriately registered for the program and check participant attendance.
- Program Coordinator will arrive at the scheduled time and work until all tasks are completed.
- Instructing youths and adults in the fundamentals of dodgeball.
- Responsible for returning any issued equipment.
- Display professionalism at all times.
- Ensure guidelines, rules and sportsmanship are enforced.
- Train, supervise and evaluate officials and scorekeepers.
- Administer First Aid as needed.
- The official will ensure all players are in proper uniform including required protective gear.
- Ensure safety of staff, participants and spectators.

- Checking all equipment and playing area for safety hazards.
- Awareness of the risk management plan to include emergency training and response, injury prevention, incident and accident forms.
- Assisting in the development of a comprehensive evaluation plan for making improvements to each program.
- Assist with the ordering of supplies, shirts and awards for the program as needed.
- Make sure that all lights are turned off and that the building is locked and secured before you leave.
- Notify office staff of cancellations and makeup games as needed.
- Adjust and distribute program rules as needed.
- Provide Parks and Recreation staff with all information pertinent to programs.
- Report any field/court problems to Director of Programs and Events.
- Work with Director of Programs and Events on developing ideas for additional programs.
- The official will approach his/her position as a representative of the Town of New Milford, displaying respect for the facility, participants, parents, spectators and co-workers.

#### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, stand, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Must possess experience and knowledge of Dodgeball.
- Must possess excellent organization and communication skills
- Mature, responsible personality.
- Thorough knowledge of rules, officiating techniques and responsibilities.
- Ability to communicate, be courteous and cooperate with other staff members and the public.
- Ability to operate sports equipment related to program.
- Communicate clearly, concisely and effectively, both orally and in writing.
- Work independently or with other official(s) on assigned games/matches.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Maintain effective interaction and communication with others.
- Ability to walk, sit or stand for long periods of time.
- Pass a criminal background check.

**EDUCATION, TRAINING AND EXPERIENCE:**

- High school diploma or GED
- First Aid and Adult/Child CPR certifications required.
- Must possess or have ability to obtain a CT Driver's license.
- Experience with sports league administration preferred.
- Veterans preferred.

(The above description lists only those job duties necessary for salary evaluation and does not include each and every job duty requirement.)

The Town of New Milford is an Equal Opportunity Employer.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Programs and Events

\_\_\_\_\_  
Date

**Working Conditions, Physical and Mental Requirements:** Occasionally may be exposed to inclement weather in carrying out job duties. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

**Frequency: Place an "X" in each box that is appropriate to your job.**

<b>NEVER (N)</b>	<b>OCCASIONALLY (O)</b>				<b>FREQUENTLY (F)</b>				<b>CONSTANTLY (C)</b>			
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift			
<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>			
<b>Physical Demands:</b>					Depth Perception				X			
Standing				X	Color Distinction				X			
Walking				X	Peripheral Vision				X			
Sitting			X		Driving	X						
Lifting		X			<b>Physical Strength:</b>							
Carrying		X			Little Physical Effort (-10 lbs.)			X				
Pushing		X			Light Work (-20 lbs.)		X					
Pulling		X			Medium Work (20-50 lbs.)		X					
Climbing		X			Heavy Work (50-100 lbs.)	X						
Balancing		X			Very Heavy Work (100+ lbs.)	X						
Stooping		X			<b>Environmental Conditions:</b>							
Kneeling		X			Cold (50 degrees F or less)		X					
Crouching		X			Heat (90 degrees F or more)		X					
Crawling		X			Temperature Changes			X				
Reaching			X		Wetness			X				
Handling				X	Humidity		X					
Grasping			X		Extreme Noise or Vibration		X					
Twisting			X		Exposure to Chemicals		X					
Feeling			X		Exposure to Gases and Fumes		X					
Talking			X		Exposure to Unpleasant Odors		X					
Hearing				X	Exposure to bodily fluids		X					
Repetitive Motion				X	Exposure to dampness		X					
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area		X					
Visual Acuity/Near				X	Mechanical Hazards		X					
Visual Acuity/Far				X	Physical danger		X					

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.