



Recreation & Community Services Department

2450 S. 68th Street, West Allis, WI 53219

(414) 604-4900

www.wawmrec.com

Position: Adult Softball Official - Part Time Seasonal

Summary: The Adult Softball Official works under the direct supervision of the Recreation Program Manager and alongside the field supervisor. This position performs those duties directly relating to control and officiating of organized competitive adult softball.

Qualifications:

- Must be at least 18 years old.
- ASA, WIAA or other sport association certification preferred.
- Officials will have thorough knowledge of ASA, NFHS and slow pitch softball rules and regulations and ability to apply them according to game play.
- Officials will approach the position as a representative of the department, displaying respect for the facility, participants, and co-workers.
- Ability to share general department program knowledge and answer or direct questions to appropriate department personnel.

Responsibilities:

- Greet and welcome all participants, parents, and/or community members.
- Help to create and ensure a safe program environment which may include program set-up and clean-up and general cleaning of spills, bodily fluids, etc. as the program dictates.
- Work collaboratively with all other district and department personnel.
- Representative of the Recreation Department, uphold and exemplify department policies and guidelines in all aspects of job performance and in relationships with children, families and district employees as outlined in the department employee handbook.
- Administer and/or assist with basic First Aid and completion and submission of accident report forms.
- Serve as a point of contact in event of an emergency (medical, weather, fire, security, etc.).
- Communicate program information, expectations to participants, parents, and/or community members.
- Communicate all program changes, incidents, needs, or concerns to immediate supervisor or department program administrator.
- Complete, collect, and submit all applicable forms, reports, and payroll documentation as directed by immediate supervisor or department administrator.



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- Ability to facilitate conflict resolution and independently problem solve as directed by immediate supervisor or department administrator.
- Arrive dressed properly to perform duties.
- Communicate expectations of behavior during games and check field and playing area for any safety hazards and address them, if applicable.
- Officials will remain unbiased while officiating and will avoid verbal contact with spectators.
- Keep and ensure an accurate record of score throughout game play.
- Assist with the program set up and take down, if needed.
- Postpone games if conditions become unsafe or unplayable due to weather. Notify the field supervisor of the decision.
- Officials will work in a timely manner including starting, stopping and maintaining the scheduled game times.
- Ensure all players are in proper uniform and teams are ready for play.
- Other duties as assigned by immediate supervisor or department administrator.

Application Procedure:

Candidates must complete an application at www.wawmrec.com and submit

The West Allis-West Milwaukee Recreation and Community Services Department does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.