



## Recreation & Community Services Department

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

(414) 604-4900

[www.wawmrec.com](http://www.wawmrec.com)

Position: League Director - Part-time seasonal

Summary: The League Director works under the direct supervision of the Youth Sports Manager

Qualifications:

- Individuals must be at least 18 years of age.
- Individuals should possess thorough knowledge of sport or activity.
- Must have knowledge of specific sport rules and regulations and know how to apply them according to game play.

Responsibilities:

- Responsible for developing weekly practice plans and coaching all team practices. Practices include skill stations the first two weeks and weekly practices during the season. ● Provide leadership to staff and volunteer coaches; communicate practice plans, provide direction on how to properly implement, and evaluate performance.
- Complete Site Supervisor duties which consist of opening and closing the site. ● Serve as Game Day Supervisor; help setup fields for game play, ensure games start on time, help maintain a positive atmosphere for all players, parents and coaches.
- Must have thorough knowledge of fundamental skills of the sport and experience coaching children ages 4-13.
- Instruction should be progressive and outlines skills that will be taught for each age level, includes a season outline of fundamental skills players should expect to learn, and weekly practice plans.
- Provide training, clinics, and resources for staff and volunteer coaches.
- Communicate program expectations and rules to the participants/spectators.
- Assist in problem solving with participant conflicts.
- Communicate pertinent program information or needs to the Recreation Program Manager.
- Collect and submit timecards at the request of the Recreation Program Manager.
- Administer basic first aid and complete and submit accident report forms.
- Assist with the recruitment of parent coaches.
- Facilitate distribution and collection of program materials as assigned.
- Serve as a mentor for the youth sports program officials.
- Other duties as assigned.



## Recreation & Community Services Department

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

(414) 604-4900

[www.wawmrec.com](http://www.wawmrec.com)

Rate of pay: \$20/hr

### Application Procedure:

Candidates must complete an application at [www.wawmrec.com](http://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.*