



VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | vi.williamsbay.wi.gov

Phone: 262-245-2700

NOTICE

PARKS & LAKEFRONT (P&L) COMMITTEE MEETING MONDAY, DECEMBER 19, 2022 AT 5:45 PM

AGENDA

The following agenda items may be considered for Discussion, Consideration, or Action

- I.** Call to Order
- II.** Roll Call
- III.** Part-time Sports Coordinator - Recreation Department
- IV.** Adjourn

Jim D'Alessandro
Parks and Lakefront Chair

Requests from persons with disabilities, who need assistance to participate in this meeting or hearing, should be made to the Village Clerk's office in advance so the appropriate accommodations can be made.

Posted: 12/16/2022 5:00 PM

Sports Coordinator Williams Bay Recreation Department

The Village of Williams Bay, WI is currently hiring a part-time Sports Coordinator. The Recreation Department provides year-round recreation and leisure opportunities to all ages and abilities in Williams Bay. This position will assist the Recreation Director with planning, organization, implementation, and oversight of recreational/general interest programs and special events with an emphasis in sports. This person will be responsible for creating, organizing, and supervising seasonal youth league programs. Job duties include but are not limited to; recruit players and coaches, train coaches, officiate games, order equipment and uniforms, coordinate banquets, and schedule games/practices as needed. This person must have strong communication skills and be able to work independently with little supervision. Computer skills and the ability to maintain records is also required. This person must be CPR/First Aid Certified or can become certified once hired.

This position is an average of 20 hours per week and will include some nights and weekends. The starting wage is \$14.00-\$16.00 per hour depending on qualifications.

Please submit a cover letter and resume to:

Village of Williams Bay
Attn: Dave Rowland
250 Williams Street, PO Box 580
Williams Bay, WI 53191
rec@vi.williamsbay.wi.gov

Please visit www.williamsbay.org for a complete job description. Resumes must be received by January 20, 2023.

Village of Williams Bay is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.



**WILLIAMS BAY
RECREATION DEPARTMENT**

Sports Coordinator

Williams Bay Recreation Department

Contact Name: Dave Rowland
Contact Email: rec@williamsbay.org
Phone Number: 262-686-8001

Description:

The Williams Bay Recreation Department serves a community of over 2,700 residents in southern Wisconsin 50 miles south of Milwaukee on Geneva Lake. The Recreation Department provides year round recreation and leisure opportunities to all ages and abilities. The Recreation Department is seeking to fill the position of Sports Coordinator.

Responsibilities & Duties: Create, organize, and supervise seasonal youth league programs; recruit players and coaches; train coaches; officiate games, coordinate events, order equipment and uniforms; schedule games/practices as needed, etc. Evaluate available sports opportunities for school-age youth and conceive, develop, and implement new leagues and or classes to fill gaps. Assist in coordinating other youth enrichment classes. Administer Adult Sports Leagues (softball, basketball, etc.): register players; supervise team "drafts"; schedule games, officials, scorekeepers; order supplies; supervise games. Supervise scorekeepers and manage the contract with the Referees and Umpires associations. Work as part of the Camp team during school breaks. Collaborate with the Recreation Director to create a recreation/league marketing plan that includes class descriptions, website content, communication strategies/channels, and development and distribution of collateral materials. Perform all necessary administrative responsibilities, including but not limited to phone calls, emails, recruitment of new participants, and other program-related duties. Manage inventory of recreational and sports league equipment, ensuring that the amount of equipment is sufficient for program needs and that equipment is in good working condition. Perform work on weekends and evenings as needed to meet applicable deadlines or scheduling needs. Plan, coordinate, schedule, promote, lead, and evaluate recreation programs and special events. Research and assist in formulating safety policies and procedures. Analyze and report outcomes. Assist in the development and monitoring of the Sports and Recreation program budget. Partner with other program staff to develop and carry out developmentally appropriate recreation and fitness activities. Other duties as assigned.

Knowledge, Skills & Abilities: Able to receive and delegate tasks to recreation groups and volunteer help. Ability to prepare written reports. Able to organize and prioritize workload. Able to effectively communicate verbally and in writing. Establish and maintain strong working relationships with participants and coworkers. Possess knowledge of the principles and techniques of planning, organizing, promoting, and evaluating recreation programs.

Hours: 20 hours per week, Work schedule may vary and will include regular nights and weekends. May involve additional hours on an as needed basis.

