



# Village of Pardeeville

114 Lake Street  
Pardeeville, WI 53954

1-608/429-3121  
FAX 1-608/429-3714

December 15, 2009

**THE VILLAGE OF PARDEEVILLE IS ACCEPTING APPLICATIONS FOR THE 2010 SUMMER PARK AND RECREATION DIRECTOR. CONTACT THE VILLAGE FOR AN APPLICATION.**

The position is part time from June to August with a few weekends in May for setting up teams, and mainly evenings from June to August. This position requires a self motivated individual that works well with adults and kids, and has experience in Baseball and Softball. The Park and Recreation Director communicates to the Director of Public Works/Office Manager, and works with the village staff on occasion. Salary will be negotiated at the time of being offered the position. Applications will be accepted until 8:00 am. in the village office on February 12, 2010.

## **Responsibilities:**

- **Coordinate player sign up and collect fees during two Saturday mornings in May.**
- **Set up teams and coaches based upon the number of players signed up. Set up game and field schedules with the league.**
- **Get sponsors for the teams and collect sponsor fees. Hire umpires for the games. (Wages paid by village)**
- **Go through all of the equipment and order on an as needed basis per the village budget.**
- **Prepare the fields for games.**
- **Attend home games and interact with the coaches, umpires, players and parents. Purchase equipment, shirts and materials needed to operate the program with prior approval base upon the 2010 budget.**
- **Attend a Village Board meeting in June and August in order to give the board an updated report of the progress and season.**
- **Communicate to the Director of Public Works/Office Manager.**