

Subject: Job Description – Sport Specific - Softball & Baseball Coordinator

Developed Date: 8/29/2020

Policy Number: 2

Review Date: 5/5/2022

Job Title:

Softball/Baseball Diamond Coordinator

Reports To:

Softball/Baseball Coordinator

Job Overview:

Coordinates the scheduling of practices and games times at the Oakfield Village Park and Lamartine Diamond with Oakfield MS/HS and the Village.

Responsibilities and Duties:

- Schedule practice and game times for softball/baseball teams
- Communicate with the Athletic Director Oakfield MS/HS
- Communicate with the Coaches, Umpire Coordinator, Village Office, and Oakfield Rec Board

Tasks:

- Create and maintain Google shared calendar (or some other form of shared calendar) for diamond scheduling.
 - Distribute the link to Rec board, coordinators and baseball/softball coaches.
 - Update and maintain schedule as requests are submitted.
 - Diamond availability to track would be Redman Field, Pony Diamond, West Diamond, East Diamond, OES Diamond and at times the Lamartine Diamond.
- Work with Oakfield School District Athletic Director to determine MS and HS baseball and softball schedules.
- Enter games and practices on shared schedule, blocking out those times from Rec Department usage
- Provide Baseball and Softball Coordinator (or whomever is attending the Dual County meetings) a copy of the calendar link so they can take printout to the meetings for game scheduling purposes.
- Enter Pony, A-Ball, Majors, Minors and Rookies schedules in the shared calendar prior to B-ball game scheduling.
- Provide B-Ball, Bantam and Tee-Ball Coaches with calendar link so they can utilize for game scheduling at their coaches meeting.
- Attend Oakfield Coaches meetings for Baseball and Softball.
 - Present handout (similar to the one attached) to the coaches with instructions on how to request diamond dates/times for practices and any game date/time changes.
- Share Diamond Schedule link with Village Clerk (Miriam Thomas)
 - Coordinating any West Diamond usage with the Village Clerk for weekend park pavilion rentals
- Share Diamond Schedule link with Umpire Coordinator.
- Share Diamond Schedule link with Grounds Crew/Coordinator
- Maintain shared calendar throughout the baseball and softball seasons with any Coach's Requests for game changes, rainout adjustments and additional practices.
 - Coordinating fairness and equity of opportunities where possible with all teams and requests
- During busy/congested schedule times, Diamond Coordinator may need to facilitate scheduling of diamond sharing, batting cages and pitching lanes.

Type: Volunteer

Term: Minimum two years