



MADISON *Indiana*

Title: Baseball/Softball/T-Ball League Director

Department: Parks & Recreation

Reports to: Athletic Director

Employment Status: Contract, Stipend-Based

Position Overview: The Baseball/Softball/T-Ball League Director is responsible for overseeing the T-Ball, Coach Pitch, Minor League Baseball/Softball, and Instructional Leagues (ages 11-13) programs. This role ensures smooth league operations by managing teams, coordinating schedules, and fostering a positive experience for players, coaches, and families. The director will work closely with the Athletic Director and Superintendent of Grounds to maintain league standards and promote the sport's growth in Madison.

Key Responsibilities:

Team & Coach Management

- Organize team drafts and assign coaches.
- Assist the Athletic Director in recruiting coaches.
- Maintain up-to-date contact lists for coaches, umpires, and staff.

Game Operations & Scheduling

- Be present at most or all home games.
- Create and manage schedules for baseball, softball, and T-Ball.
- Coordinate practice schedules and field availability.
- Oversee field closures, rainouts, delays, and rescheduling, including parent and coach communication.

Uniforms & Equipment

- Provide uniform sizes to the Athletic Director, who will handle orders.

Officials & Rules Management

- Coordinate, assign, and manage umpires for all games.
- Coordinate with umpires on rule clarifications and conflict resolution.
- Communicate and enforce league rules, sportsmanship expectations, and code of conduct.

Communication & Promotion

- Serve as the primary point of contact and first line of communication for parents, players, and coaches.
- Relay any marketing or promotional needs to the Athletic Director.
- Act as the point person for game-day incidents, injuries, or disputes.

Field & Facility Coordination

- Communicate with the Superintendent of Grounds to ensure fields are prepared and game ready.
- Ensure fields are prepped by requesting chalking at least two weeks in advance.
- Communicate any necessary maintenance needs.
- Open and close bathrooms during practices and games.

Game Day & Player Development

- Be present on the field during games and most practices.
- Oversee league rules and ensure fair play.
- Organize special camps or clinics for skill development.
- Foster an engaging environment to develop players' skills and passion for baseball/softball.

Compensation: The League Director will receive a stipend, paid in **one installments** (at the **end** of the season).

Physical Demands & Working Environment

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential job functions.

- **Environment:** Work is performed primarily outdoors in various weather conditions and may involve exposure to excessive noise, dirt, dust, and vehicle and equipment emissions. Safety protocols must be strictly followed at all times to ensure personal and team safety.
- **Physical:** The setup and operation of equipment may require moderate physical effort, such as bending, stooping, and moving to handle equipment controls.

Equal Opportunity Employer/ADA

The City of Madison is an Equal Opportunity Employer, and all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, age, national origin, or any other category protected by law. Further, the city will comply with all legal requirements related to affirmative action, and the employment of the handicapped, and veterans. In compliance with the Americans with Disabilities Act, the City of Madison will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.