

The Town of New Milford is hiring! The Town of New Milford Parks and Recreation Department is currently accepting applications for the position listed below. Qualified and interested applicants should submit a resume, cover letter, three professional references, and a completed Town of New Milford employment application to Personnel@newmilford.org



Town of New Milford Personnel Department

10 Main Street, New Milford, CT 06776
Telephone (860)-355-6089 – Fax (860)-355-6031

Job Title: Softball Coordinator
Department: Parks and Recreation

Salary Group: Seasonal
Non-Union

Job Summary: The Adult Softball Coordinator is responsible for the planning, coordination, and oversight of adult softball leagues. This position ensures smooth league operations, high levels of participant satisfaction, and compliance with rules and safety standards. The ideal candidate will be organized, energetic, knowledgeable about softball, and passionate about community recreation and sports programming.

Hours: Seasonal position from February 1st – August 31st.

Supervision Received: Works under the supervision of the Director of Parks and Recreation and the Program & Events Director of Parks & Recreation.

Supervision Exercised: Works alongside the umpire coordinator to supervise softball league umpires. Oversees the duties of the Softball Board.

Example of Duties:

- Monitors playing to oversee the sportsmanship and safety of players and to ensure that league rules and Town policies are followed.
- Schedules, conducts all pre and post season meetings.
- Responsible to meet with Softball Board prior to the season for division placement.
- Will meet with the Parks & Recreation Commission as needed for rule changes etc.
- Prepares league schedule and playoff schedule prior to season.
- Works alongside the Umpire Coordinator to schedule and re-schedule games.
- Conducts pre and post meeting with umpires.
- Updates league standings weekly and provides a copy to the Parks & Recreation Department and Team Managers.
- Responsible for spot checking league play and umpires.
- Responsible for contacting the Parks & Recreation Department, team managers and umpires regarding the cancellation of games.
- Coordinates the re-scheduling of games and umpire coverage with the umpire coordinator.
- Responsible for the notification of managers and umpires of all game changes.

- Responsible for checking the boxes at the fields for stocked first aid kits, bases, and notifying P&R when supplies are low.
- Responsible for the presentation of trophies at the end of the season.
- Handling all league discrepancies and questions with assistance of the Director of Parks & Recreation and/or Parks & Recreation Commission if necessary if needed.
- Responsible for handling all correspondence.
- Must provide Managers, Umpires, and Team Managers with phone number and email address.
- Coordinator must check mail box at P&R weekly between the hours of 7:30am and 4:00pm Monday – Friday.
- Will meet with P&R Staff as needed
- Provides the P&R Department with a year-end evaluation of the league
- Perform all other related duties as prescribed by the Parks & Recreation Department
- Recommend budget to the Director of Parks & Recreation

Minimum Qualifications:

- High School Diploma
- Associate's Degree in Parks & Recreation or Sports Management preferred.
- USA Umpire Certification preferred
- Experience, knowledge, skills, and abilities to organize and coordinate a large multi-divisional softball league.
- The ability to work well with umpires, managers, and players and to work independently.
- CPR/First Aid Certification (or ability to obtain upon hire).
- Valid driver's license and reliable transportation.

Knowledge, Skills, and Abilities:

- Highly knowledgeable in USA & New Milford Parks & Recreation Softball Rules
- Highly organized and detail oriented.
- Excellent communications skills.
- Ability to coordinate and supervise staff.
- Veterans preferred
- Hold a valid Motor Vehicle Driver's License
- Ability to work evenings as league schedules require

Updated 10/08/2025

Working Conditions, Physical and Mental Requirements: Occasionally may be exposed to inclement weather in carrying out job duties. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an "X" in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Frequency:	N	O	F	C	Frequency:	N	O	F	C
Physical Demands:					Depth Perception				X
Standing				X	Color Distinction				X
Walking				X	Peripheral Vision				X
Sitting		X			Driving		X		
Lifting		X			Physical Strength:				
Carrying		X			Little Physical Effort (-10 lbs.)			X	
Pushing		X			Light Work (-20 lbs.)		X		
Pulling		X			Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)		X		
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			Environmental Conditions:				
Kneeling		X			Cold (50 degrees F or less)		X		
Crouching		X			Heat (90 degrees F or more)		X		
Crawling		X			Temperature Changes			X	
Reaching			X		Wetness		X		
Handling			X		Humidity		X		
Grasping			X		Extreme Noise or Vibration		X		
Twisting			X		Exposure to Chemicals		X		
Feeling			X		Exposure to Gases and Fumes		X		
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to bodily fluids		X		
Repetitive Motion			X		Exposure to dampness		X		
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area		X		
Visual Acuity/Near				X	Mechanical Hazards		X		
Visual Acuity/Far				X	Physical danger		X		

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.