

## **Deerfield Community Center Job Description**

**Job Title:** Community Recreation and Fundraising Specialist  
**Reports To:** Executive Director  
**Location:** 3 W. Deerfield St., Deerfield, WI and Deerfield Schools  
**Salary Range:** Negotiable  
**Hours:** 20-30 hours/week (includes some weekend hours based upon sports season)

### **Position Purpose:**

Maintain a vibrant and healthy Community through active participation in community-based athletic programs for all ages. To increase the awareness of and involvement in the Deerfield Community Center (DCC) and various services we offer.

### **Primary Duties:**

Strive to become the “face” of DCC recreational activities. This position will play a vital role in our sport based activities and fundraising events. Evaluate effectiveness of and explore development of new opportunities for children, youth and families as it relates to sports and recreational opportunities. Assist the Executive Director in the promotion and administration of other community-based fundraising events. Position also participates in grant opportunity research.

### **Essential Functions of the Job:**

#### **60% Responsible for all administrative aspects of DCC’s recreational activities including:**

- Creation of policies and procedures for various recreational sports coordinated by DCC.
- Coordinate and recruit sufficient numbers of coaches for each sport.
- Recruit and coordinate referees for recreational activities offered by DCC. For youth- based referee sport opportunities, assist in the training opportunities for the youth to become certified or sufficiently trained to officiate.
- Promote and market DCC sports activities and regularly communicate sign up process and timeline
- Serve as the administrator of the DCC website, social media presence. Responsible for ensuring that accurate and timely information is available via these informational sources.
- Serve as the liaison with the school district for all requests for DCC programming that occurs on school facilities and with the Village of Deerfield for any park based programming.
- Maintain inventory control of sports equipment and coordinate distribution to coaches and players. Purchase new equipment and uniforms as needed.
- Regularly provide DCC office assistance from roughly 2 pm to 6 pm. This assistance includes answering the phone, responding to guest to the center and assisting with the student drop in program as necessary.

#### **10% Coordinate all activities related to sports tournaments to Deerfield including:**

- Maintain existing baseball and basketball tournament events
- Explore creation of additional tournaments for baseball and basketball
- Work with local softball groups to create a softball tournament(s)
- Ensure adequate volunteers/workers are available for events offered by DCC

**5% Serve as DCC liaison for variety of sports groups/leagues that we participate in:**

- Attend and travel to local meetings where discussions on league administration, rules and policies are determined.
- Work with leagues on scheduling of games in Deerfield ensuring field/court availability with various venues at which we hold our games (Village, School district)

**10% Set up recreation facilities for our DCC sponsored sporting programs:**

- Gyms, baseball & Soccer field preparation for game day events
- Set up concession stand in preparation for the event.
- Coordinate volunteer workers for events utilizing parent involvement of participating teams

**10% Attend various DCC home scheduled activities and select fundraisers**

- Ensure the event runs smoothly.
- Make sure volunteers are in place, referees or umpires have arrived and concessions are up and running.

**5% Provide other assistance to the Deerfield Community Center as assigned.**

**Expected Outcomes:**

- High Customer satisfaction results.
- Increasing participation in local sporting activities and tournaments.
- Achieve a 50% increase in tournament fundraising from current results by the end of 2018.

**Preferred Background/Experience:**

- Strong attention to detail and great follow-up skills
- Strong written and oral communication skills
- Passion for organized youth sports and knowledge of various youth sports.
- Previous experience organizing large community activities/events