

Tolono Park District Umpire Coordinator

Primary Function

Supports the Tolono Park District's Summer and Fall ball program coordinating the umpires required for games in specific age groups (Girls 10U, 12U, Juniors/Boy Minors, Majors, Junior Pony).

Primary Responsibilities

- Assigns umpires to games on a weekly basis and fill in as needed.
- Creates a weekly schedule of umpires.
- Communicates any last-minute changes/cancellations/amendments to schedule.
- Primary point of contact for umpires.
- Reports any umpire issues.
- Responds to parent inquiries and complaints.
- Maintains good public relations.

Knowledge, Skills and Abilities

- Good oral and written communication skills
- Must work well with children, parents and the general public.
- Good oral and written communication skills

Education and Experience

- Experience working with children of all ages.
- Possess a high school diploma
- Prior experience scheduling umpires