

Ball Machine Coordinator Job Description

Purpose: The ball machine coordinator will set up and operate the ball machine for members to practice during designated days and times. This role ensures the ball machine is operating properly and is only used in a safe manner. If any issues are identified the machine will be shut down and issues reported to the Court & Equipment Maintenance Coordinator in a timely fashion. The ideal candidate is reliable and can identify and resolve (when possible), any operating or safety issues with the ball machine.

Reports to: 1st Vice President

Key Responsibilities & Duties:

- **Pickleball Machine:** Ensures the ball machine is in good working order and will only be operated as it was designed .
- **Safety:** Ensures the ball machine is only used in a manner that is safe for the operator and members and follows the proper [Pickleball Machine Usage & Safety Guidelines](#).

Skills & Qualifications:

- Well organized.
- Arrives on time.
- Good communication skills.
- Desire to help others.

Training:

- Will initially be provided by the 1st VP, other EC positions and the Court & Equipment Maintenance Coordinator.
- May subsequently be provided by other ball machine coordinators.
- Pickleball Machine Usage and Safety Guidelines document is available.

Time Requirements: During October to March, set up and run the ball machine for 1 hour increments as assigned based on availability.

Original Document Approved: July 10, 2026

Revised: