

SPORTS COORDINATOR

General Purpose

Plans, organizes and coordinates athletic activities, leagues, tournaments, clinics and events.

Supervision Received

Works under the general supervision of the Recreation Supervisor.

Supervision Exercised

Supervises part-time sports staff, seasonal employees, and volunteers.

Essential Duties and Responsibilities

Selects, plans, publicizes, implements and expedites registration for all sports leagues, events and activities which may include basketball, soccer, softball, tennis, volleyball, etc.

Responds to public inquiries about sports programs made by telephone, correspondence, or during public meetings.

Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding sports programs.

Coordinates, schedules and maintains related records and statistics for sports programs.

Coordinates sports programs, collects fees, acquires coaches, assigns practice times, schedules games and umpires.

May schedule and run various tournaments throughout the year.

Hires, trains, sets standards for, supervises and evaluates officials and scorekeepers.

Performs a variety of scheduling duties as related to teams and officials; scorekeepers, and other staff.

Prepares sports payroll.

Schedules and coordinates the use and maintenance of various athletic facilities.

Orders and maintains supplies and equipment as related to the athletic department's needs.

Officiates and rules on athletic-related problems as they occur.

Performs a variety of miscellaneous duties such as answering phones, typing correspondence, running errands.

Peripheral Duties

Assists in the recruitment and selection of part-time and seasonal staff.

Desired Minimum Qualifications

Education and Experience:

(A) Graduation from a four-year college or university with a degree in recreation, physical education or a closely related field.

(B) One year of recreation experience including supervising sports programs; or

(C) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Considerable knowledge of sports and their rules, recreation philosophy, planning and administration; Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive sports program;

(B) Skill in operation of listed tools and equipment;

(C) Ability to develop, coordinate, and direct varied activities involved in a community sports program; Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; Ability to communicate effectively orally and in writing; Ability to plan and supervise the work of paid staff and volunteers.

Special Requirements

Valid state driver's license or ability to obtain one.

Tools and Equipment Used

Personal computer, including word processing software; calculator; copy and fax machine; phone; automobile; various sports equipment used in recreation programs.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud while in the office or in the field.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: 1-1-97

Revised: