



**Athletic Coordinator
Recreation Department
Job Description**

JOB SUMMARY

The purpose of this classification is to plan and coordinate recreation and leisure activities for the Evans County Recreation Department. Position is responsible for general administration of the areas and facilities comprising a recreation system, including the supervision of the recreation athletic programs.

MAJOR DUTIES

- Assist the Parks and Recreation Director and Assistant Parks and Recreation Director in execution of policies and procedures.
- Formulate and secure any rules and regulations that apply to particular athletic programs.
- Plans, promotes, organizes and supervises parks and recreation athletic programs and services of the department. This includes but is not limited to league play and corresponding tournaments, hosting of local, state and national athletic tournaments, sports camps and trips and athletic special events
- Plans for and manages area facilities under the direction of the Parks and Recreation Director and Assistant Parks and Recreation Director.
- Supervises and directs training of staff upon direction by the Parks and Recreation Director. Performs back-up of databases and computer systems.
- Assists in determining community needs in youth and adult athletics.
- Enter program activities and participants into the program registration database.
- Coordinates information pertaining to a particular athletic program including: cancellations to program participants, coaches, contractual staff or others as required.
- Leads and organizes organization, coach and parent meetings for athletic activities. Provides information such as playing rules and policies, code of ethics and program structure.
- Provides onsite evaluations of site staff in order to ensure the staff stays focused on departmental philosophies as they relate to programs in particular youth athletic programs.
- Accepts, receives, and/or collects payments.
- Prepares and/or processes purchase orders.
- Performs and maintains inventory/property management.
- Makes recommendations that impact the departmental budget.
- Manages the budget within assigned unit/division.
- Interprets and promotes the athletic program to the community.
- Maintains adequate and correct records and reports.
- Supervises safety measures on all athletic activities.
- Punctuality and attendance are essential.
- Reports directly to the Parks and Recreation Director.
- All other duties as assigned.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Must be able to operate a variety of recreation facilities equipment including gas heaters, sprinkler system, popcorn popper, hot dog cooker, fans, brooms, mops, and computer. Physical demand requirements are at levels of those for medium work.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Recreation, Exercise Physiology, or other related field required; One to Two years of progressively responsible experience in Recreation Planning, Leisure Activities Organization, Park Management, or a related field. Knowledge of the philosophy of recreation and the different activities which make up the community recreation program. Supervisory experience desired with the ability to enlist the best efforts of a staff of employees to do the required work effectively. Must possess and maintain a valid Driver's License.

FORMS/SPATIAL APTITUDE

- Requires the ability to visually inspect items for proper length, width, and shape using job related equipment, which may include tape measure.

MOTOR COORDINATION

- Requires the ability to coordinate hands and eyes in using recreational equipment.

NUMERICAL APTITUDE

- Requires the ability to add and subtract; multiply and divide; and determine weight.

VERBAL APTITUDE

- Requires the ability to record and deliver information, such as in a public speaking situation, to explain procedures, and to follow verbal and written instructions.

MANUAL DEXTERITY

- Requires the ability to handle a variety of items, recreational equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have minimal level s of eye/hand/foot coordination.

COLOR DIFFERENTIATION

- Requires the ability to discern color.

INTELLIGENCE

- Requires the ability to learn and understand relatively basic personnel-related principles and techniques; to understand departmental policies and procedures; to make independent judgments in the absence of supervision; and to acquire and be able to expound on knowledge of topics related to primary occupation.

LANGUAGE ABILITY

- Requires ability to read a variety of administrative and recreational documentation, directions, instructions, and methods and procedures. Requires the ability to prepare and complete reports and forms, write essays with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well- modulated voice.

INTERPERSONAL TEMPERAMENT

- Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under considerable stress when confronted with an emergency.

PHYSICAL COMMUNICATION

- Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

DATA COMPREHENSION

- Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things, which may include activity schedules, rental records, employee timecards, and calendars.

INTERPERSONAL COMMUNICATION

- Requires the ability to speak with and/or signal people to convey or exchange administrative, technical, financial, managerial, and recreational information, including giving assignments and/or direction to co-workers or assistants as well as communicating with county authorities, civic clubs, private agencies, Youth Association Boards, and the general public.

EMERGENCY EVENT CATEGORY

Non-Essential

GRADE

4

This job description is intended to identify the major responsibilities and requirements of this job. The incumbents may be required to perform job related responsibilities and tasks other than those stated in this description.

Print Name

Signature

Date

Print Name

Signature

Date