



Job Title:	Athletic Coordinator	FLSA:	Non-Exempt
Department/Div:	Parks & Recreation	EEO-4 Code:	
Reports to:	Director of Parks & Recreation	Date:	04/2023
Supervises:	Recreation Specialist, Seasonal Employees		
Pay:	\$20.82/hr		

JOB SUMMARY

Under the direction of the Parks and Recreation Director, the Athletic Coordinator will be responsible for planning and coordinating all aspects of recreation youth and adult sports leagues.

MAJOR DUTIES

- Plan and coordinate youth and adult sports programs which include registration, scheduling, meetings, advertisements, organization of leagues, mediation of problems, equipment control and maintenance, transportation, and tournament activities.
- Plan, coordinate, and supervise recreation programs.
- Select, train, schedule, supervise, and evaluate subordinates.
- Prepare and maintain budgets for operations.
- Requisition materials, equipment, and supplies and process payments for services.
- Perform administrative duties such as scheduling recreation programs and prepare oral and written reports.
- Perform and coordinate maintenance and upkeep of facilities.
- Answer service-related questions posed by customers or provide customer with contact number through which the desired information may be obtained.
- Perform both pre-trip and post-trip inspections daily on assigned vehicles or equipment.
- Recruit youth and adult sports team coaches. • Serve as liaison with parents of children in youth sports programs.
- Perform other job duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Fundamentals of recreation, types of material, equipment and facilities needed to carry out planned programs and activities.
- Team scheduling and sport event organization.
- City's functions, policies, and procedures.

SUPERVISORY CONTROLS

The Director assigns work in terms of general instructions. The coordinator spot-checks completed work for compliance with procedures, accuracy and propriety of the final results.

GUIDELINES

Guidelines include and department and city policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to coordinate administrative support for department operations. Success in this position contributes to the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with co-workers, children, parents, community workers and volunteers, college representatives, representatives of local schools, and members of the general public.
- Contacts are typically to give or exchange information, provide services, and resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is light work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
 - o Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

Recreation Specialist and Seasonal Employees

MINIMUM QUALIFICATIONS

High school diploma, supplemented by college courses in recreation or physical education and two years of supervisory and/or managerial work experience in recreation, physical education, or a related field; or equivalent combination of training and experience.