

POSITION DESCRIPTION

Class Title: Athletics/Fields Coordinator
Department: Recreation
Worker's Comp Group No.: 054
Date: November 2006

GENERAL PURPOSE

Plans, organizes, coordinates and implements all athletic programs for youth, adults and seniors.

Work also includes assisting with a variety of tasks such as registering participants for programs; pass plans or rentals, typing, filing, copying, mailing, answering the telephone, meeting visitors, and dispensing information. Performs all needed office procedures incidental to the operation of the Department of Parks and Recreation. Performance is reviewed through observation and results obtained.

SUPERVISION RECEIVED

Works under the direct supervision of the Assistant Director of Parks and Recreation and indirectly under the Director of Parks and Recreation.

SUPERVISION EXERCISED

Supervises Athletic/Facility Supervisor, part-time recreation staff, seasonal employees and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinates recreation staff in the development and implementation of all athletic programs. Recommends changes to current programs; proposes additional program offerings.

Coordinates, schedules and maintains related records and statistics for programs and personnel at the Community Center. Prepares and maintains payroll for all program instructors.

Coordinates athletic programs, acquires coaches, assigns practice times, distributes and collects uniforms.

Supervise participants and spectators during all scheduled events.

Schedules practices, games and umpires for all athletic programs.

Schedules and runs various tournaments throughout the year.

Oversees the maintenance and preparation of facility and fields for athletic programs.

Inventories and purchases all athletic equipment and supplies and all field preparation materials necessary.

Coordinates with other departments or facilities for use of fields and facilities.

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves problems; Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes. Prepares attendance, accident and routine accounting reports.

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

Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, making arrangements for Community Center, assists in setting up tables and chairs for programs, rentals, special events, etc.

Promotes interest and provides information regarding recreation programs to school officials, other recreation officials, community service groups, other departments, and the general public.

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

Uses a Computer word processor and database such as Microsoft Word, Q&A or equivalent; uses Microsoft Publisher to create flyers, brochures and other information.

Distributes information verbally and in-person; prepares mailings.

Performs related work as required.

PERIPHERAL DUTIES

In the absence of the Front Desk Assistant, provides (team) support by registering participants, booking facilities and registering participants for pass plans, answering the phone, greeting visitors, and providing information. Performs clerical duties as needed.

This work sometimes requires traveling to the Town Office and media establishments, setting up meeting rooms, and performing cleaning or maintenance duties.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a four-year college or university with a degree in recreation or a closely related field.
- (B) Two years recreation experience including community center programming; or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of recreation philosophy, planning and administration; Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program specifically in athletics.
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to develop, coordinate, and direct varied activities involved in recreation program, specifically athletics; 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. First Aid and CPR certification.

Required training and/or certifications will be paid for by the Town; however, if the employee resigns prior to six months of employment, any fees paid by the Town will be reimbursed to the Town.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; automobile; various sports equipment used in recreation programs including field maintenance equipment, laminator and I.D. camera; 35 mm camera; washer and dryer.

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 quiet while in the office, or moderately loud when in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; criminal background investigation; 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.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date:

Revision History: November 9, 2006
November 7, 2012
September 17, 2013
December 1, 2020