

Position Title: Assistant Program and Sports Coordinator

Statement of Duties

Position is responsible for assisting the Program and Sports Coordinator in coordinating recreational activities for the department. Work includes scheduling and implementing sports programs and activities; supervising seasonal staff; coordinating games and events; and providing information and assistance to the public regarding recreation programs.

Supervision

Employee works under the general supervision of the Program and Sports Coordinator. Employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently. New or unusual assignments are explained by the supervisor, including suggested work methods. Employee refers unusual situations to the supervisor for advice and further instructions. Supervisor review work only to an extent sufficient to insure that completed work, methods used are technically accurate, and that instructions are being followed. Position supervises and coordinates the work of volunteers and part-time staff.

Job Environment

Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Employee uses judgment to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline to use in a given situation. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Errors could result in personal injury/loss, injury to others, and/or damage to buildings and equipment.

The position has constant contact with the public, other municipal departments, local groups and organizations, other recreation departments, parents, children, and coaches to provide public relations, coordinate and implement programs, and give or receive information regarding programs and activities. Contacts are made in person, on the telephone, or in writing.

Position Functions

The essential functions or duties listed below are intended only as illustration 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 work is similar, related, or a logical assignment to the position.

Essential Functions

1. Coordinates, schedules, implements, and oversees sports programs for the Recreation Department.
2. Coordinates sports camps and 1 games.
3. Opens and closes gym for games and practice.
4. Schedules officials for basketball, football, and baseball games.
5. Helps coordinate other recreation programs and activities .
6. Recruits coaches for basketball, football, baseball, and softball programs.
7. Prepares athletic equipment for use by sports teams.
8. Assists in coordinating wheelchair softball league.
9. Maintains records and prepares a variety of reports and correspondence.
10. Assists in the maintenance of parks and grounds.
11. Performs customer service functions, receives calls and visitors, registers program participants, promotes programs, and provides information and assistance regarding department programs and activities.
12. Operates a variety of vehicles and equipment as required by the position.
13. Performs other duties as assigned by the supervisor.

Recommended Minimum Qualifications

Parks and Recreation Department
Assistant Programs and Sports Coordinator
Grade
10 May 2002

Physical and Mental Requirements

Employee works in a moderately loud office and is exposed to toxic or caustic chemicals up to 2/3rd of the time; and outdoor weather conditions, high places, fumes or airborne particles, extremes of heat and cold, and moving mechanical parts up to 1/3rd of the time. Employee is required to stand, walk, talk, listen, and use hands up to 2/3rd of the time; sit, climb, balance, stoop, kneel, crouch, crawl, and reach with hands and arms up to 1/3rd of the time. Employee occasionally lifts up to or more than 100 lbs. Normal vision is required for the position. Equipment operated includes light trucks, automobile, light equipment, medical equipment, pneumatic tools, office machines, and computers.

Education and Experience

A candidate for this position should have an Associate's Degree or equivalent in Recreation, and 1-3 years of experience with recreational programs.

Special Requirements

A candidate for this position is required to have a valid driver's license.

Knowledge, Skills and Abilities

A candidate for this position should have knowledge of the following:

- Department operations and procedures
- Sports and recreational programs and activities

Skill in:

- Public relations
- Organization and customer service

And ability to:

- Work effectively with the public
- Manage conflicts and resolve problems