



Job Title:	Programs and Sports Coordinator	Department:	Recreation
Reports To:	Recreation Director	FLSA Status:	NON-Exempt
Pay Grade:	4 \$38,759 - \$58,139.49	Hiring Range:	\$38K-42K DOE
Work Location:	Mauldin Sports Center and all City Parks	Hours:	Flexible with nights and weekend required

Job Summary: The position is responsible for assisting the Programs and Sports Manager in the planning, coordination, and implementation of departmental recreational programs and activities. Duties include scheduling and overseeing summer programs, supervising seasonal staff, coordinating athletic leagues, games, and special events, and providing information and assistance to the public regarding recreation offerings.

Work hours will vary based on seasonal programming needs and will include evenings and weekends as required.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties are not intended to be all-inclusive but represent the primary duties and responsibilities of the position. The omission of specific duties does not exclude them if the work is similar, related, or a logical assignment to or extension of this position.

- Assist in planning, organizing, and implementing youth and adult recreational programs, including sports leagues, camps, enrichment classes, and fitness sessions
- Support the development of program schedules, rosters, rules, and activity guides
- Serve as on-site staff during programs and events, ensuring smooth execution and participant safety
- Coordinate with instructors, coaches, and volunteers to provide necessary materials and support
- Serve as a liaison for participants, parents, coaches, and community members
- Assist with resolving complaints, providing program updates, and answering inquiries via phone, email, or in-person
- Help develop and distribute promotional materials (flyers, social media posts, registration forms, etc.)
- Assist with reserving and preparing facilities for scheduled programs and events
- Support the inventory, distribution, and maintenance of program and sports equipment



- Ensure all program spaces are clean, organized, and safe before and after use
- Other duties as assigned

Minimum Qualifications:

A candidate for this position should have a minimum of 1-2 years of experience working in parks and recreation, sports management, community programming, or a related field.

SPECIAL REQUIREMENTS

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

Necessary Knowledge, Skills and Abilities:

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

Skills in:

- Public relations
- Organization and customer service

And ability to:

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

Working Conditions:

Employee works in an office and outdoor weather conditions that include extremes of heat and cold. Employees are required to stand, walk, talk, listen, and use hands, 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 more than 100 lbs.