**Job Description - Athletics Coordinator**

Title: Athletics Coordinator

Dept: Office

Exempt/Nonexempt: Nonexempt

Reports to: Executive Director

Pay Grade: Job Class E

**General Position Summary:**

Responsible for planning and coordinating all athletic leagues, programs, and events for the District, serves as a member of the district's management/supervisory team.

**Essential Functions/Major Duties:**

* + Plan, develop, manage, and oversee the full scope of the athletic leagues and programs for the District, including oversight of instructors and coaches
  + Lead and develop a team and exemplify and create a culture of trust and respect
  + Problem solve difficult situations, interpersonal and logistical issues
  + Assist Recreation Coordinator with District and Foundation events, including but not limited to: Daddy Daughter Dance, Fishing Derby, Fourth of July, Movies in the Park, Santa’s Workshop
  + Coordinates with athletic leagues and program organizers and coaches and sets up all relevant information on the recreation software system
  + Manage all media and advertising for athletic programs and leagues
  + Develop marketing materials
  + Assist the Recreation Coordinator with keep the website up to date
  + Develop athletic league and related program budgets
  + Oversee athletic league and program related purchasing and expenses, within the confines of the budget
  + Oversee cost recovery for athletic leagues and programs
  + Actively recruits prospective athletic programs and works toward keeping an appropriate number and variety of athletic related leagues and programs in place
  + Provide training for athletic staff
  + Manage inventory of athletic league and programming materials and equipment
  + Keep storage areas clean and organized
  + Work closely with the parks maintenance department and keeps them informed about leagues and programs
  + Coordinate set up and tear down of leagues, programs, and events
  + Pursue alternative funding for athletic leagues, programs and events. i.e., sponsorships, general fundraising, grant writing etc.
  + Attend relevant meetings, trainings, networking programs, and events
  + Coordinate with other local government agencies, non-profits, business, and individuals in the community to ensure we are not duplicating services and working together as much as reasonable
  + Provide front desk customer support services
  + Manage digital file system for all athletic leagues, programs, and activities
  + Work closely with the Executive Director on athletic leagues, program development and organizational goals
  + Evaluate all athletic leagues, activities, and programs and gather feedback from participants
  + Keep track of measurable outcomes for all athletic leagues, activities, and programs
  + Participate on relevant boards or committees as time allows
  + Work with the Finance Manager to set up budgets for personnel and necessary expenditures

**Job Scope:**

This job works within the confines of the District’s fiscal year budget and is responsible for development and/or decisions, staff accountability, has decision‑making authority, is creative/innovative, and has a level of responsibility for planning.

**Supervisory Responsibility:**

Oversee sports coaches, referees, and staff

**Interpersonal Contacts:**

* Internal - All Parks and Rec District staff
* External - General public, sports league coordinators, facility owners

**Specific Job Skills:**

* Strong computer skills including but not limited to email, internet, Microsoft Office Suite
* Able to organize and prioritize work
* Skilled in time management
* Excellent leadership and supervisory skills
* Work cooperatively with staff and the public
* Work independently within the established policies and procedures of the district
* Communicate orally in the English language in a one-on-one or group setting
* Produce written documents in the English language using proper sentence construction, punctuation, and grammar
* Ability to deal with conflict in a professional manner and bring peaceful resolutions

**Education and/or Experience:**

* Associates degree in Recreation, Sports Management, Business Manager or related field
* 3 years experience with coordination of athletic leagues or recreation programs
* 3 years supervisory experience

**Job Conditions:**

* Work is performed in an indoor environment and outdoors in occasional extreme weather conditions
* Periodic travel to meetings, conferences, and training is required
* Evenings and weekends are required when necessary
* Occasional overtime may be required
* On-call response availability
* Job requires standing, walking, bending, stooping, reaching, sitting, kneeling, use of fingers and hands, grasping, listening and hearing, talking, handling, repetitive motions, lifting, computer work/keyboarding