

City of Clinton
Job Description

JOB TITLE: Sports Coordinator

Exempt (Y/N): No

Location: Administrative Office

Supervisor: Director of Parks and Recreation

Salary Level/Range:

Shift: 8 hour with evening and weekends

Department: Parks and Recreation

SUMMARY: Direct, implements and supervises the operations of athletic services and programs for the City of Clinton Parks and Recreation Department. Plans, initiates, organize, and supervise a diversified program of athletics, sports, and games for both youth and adult. Coordinates athletic function of the Department in relationship to individuals, teams and leagues. Will serve as liaison between sports associations, league officials, and Parks Department for various athletic programs. Supervises, trains, and advises volunteers and personnel for officials, scorers and leaders for athletic programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assists and recommends in preparing and managing the Department budget in all Sports areas including personnel, supplies, services, and capital.

Directs problem solving for the public and staff personnel.

Recommends and assists in Policy and Procedures Development.

Directs and manages all subordinates in the daily, weekly, monthly and seasonal delivery of services in sports programming.

Handle on-line registration and structure of program implementation for the public.

Work with proper teams and league officials in the organization of rules and regulations for program, schedules and relates action for specific programs.

Maintains a complete record system of activity conducted, participation, results of league contest, and recommendation of changes or expansion of various programs.

Responsible for the overall administration, direction, coordination, and evaluation of sports programming, events, and clinics.

Works well with maintenance staff and able to supervise on task responsibilities with maintenance personnel.

Delegate work responsibilities with volunteer parent associations.

Implement new innovative programs and activities for the citizens of Clinton.

SUPERVISORY DUTIES: Manages seasonal employees and volunteer associations/organizations. Responsibilities include interviewing, training, assigning, evaluation, and directing work of each employee.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: A graduate of an accredited 4 year college or university in Parks and Recreation Administration or related area, Master Degree preferred; or two years related experience and/or training; or equivalent combination of education and experience.

Certifications, Licenses and Registration: A valid MS Driver's License is required. Certifiable in basic first-aid/CPR/AED and in national youth sports coaches association. Certifiable as a Parks and Recreation Professional (CPRP) preferred, or must be obtained within one year of employment.

Language Skills: Ability to read, analyze, and interpret documents, reports, and related materials. Ability to communicate and respond to inquires, complaints, and problems from citizens. Ability to speak in public and to provide effective customer communications. Ability to communicate and present information to volunteer groups, city council, and special interest groups.

Mathematical Skills: Ability to add, subtract, multiply and divide. Ability to format algebraic formulas and percentages. Understand and apply basic accounting principles and practices.

Reasoning Ability: Apply principles of logical thinking to define and solve problems or refer problems to appropriate supervisor; exercise judgment and discretion with regard to city and department policies and procedures; work with little to no supervision.

Other Skills: Ability to interpret all athletic and recreation programming skills, rules and procedures. Ability to operate modern office equipment including; calculator, fax, copier, computer, typewriter and video project, equipment in relation to field prep work and field measurement.

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, which do not create undue hardship, may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear, use hands and fingers in correspondence and communication. On occasion, required to stand, walk, sit, reach with hands and arms, climbs or balance, stoop kneel, and crouch. Occasionally must lift or move up to 75 pounds. Specific vision abilities required include close, distance, depth, perception, and ability to adjust focus.

Performing the job duties would require physical condition appropriate to the performance of assigned duties and responsibilities, which may include: walking, standing, sitting, running for extended periods of time.

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 regularly works around in an inside office equipment, large crowds, and outdoor areas in all type weather conditions from rain to cold to extreme heat. Employee could be exposed to fumes or airborne particles and toxic chemicals.