



SPORTS COORDINATOR

DEFINITION AND PURPOSE: Under the general direction of the Recreation Services Manager, the Sports Coordinator will be responsible for developing, implementing, and maintaining a comprehensive plan for service-oriented management of the district's sports programs. These programs include, but are not limited to, ARD youth basketball, ARD Tee ball, ARD adult softball, basketball, volleyball, soccer and any potential new sports. The coordinator is responsible for implementing and monitoring these activities and District policies and procedures. The coordinator will supervise and work with a staff of part-time and volunteer employees.

ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Hire and train a staff of score keepers, recreation aides, and volunteers
- Coordinate officials for leagues through official's association
- Ensure the regular and consistent scheduling of gyms for ARD-YDL practices and games
- Record, update and file game results, prepare and distribute press releases, flyers and other promotional materials
- Prepare and maintain all necessary site materials for efficient and safe sports programs
- Respond quickly to all safety related issues
- Respond to protests and team behavior problems with the assistance of the Recreation Services Manager
- Prepare mailings for upcoming leagues and assist office staff with registration as needed
- Monitor forfeit policies and prepare paperwork for "Forfeit Bond" refunds
- Assist with the long-range planning of the sports program
- Maintains a positive relationship with the public in accordance with the policies and procedures of the District
- Hold regularly scheduled office hours and ensure availability to answer questions via phone, fax, or e-mail
- Plan for end of season playoff tournaments and implement as necessary
- Design and order championship awards
- Complete an end of season report
- Organize and teach youth sport classes and camps
- Knowledge and application of District policies, procedures, operations and programs
- Use of current registration and reservation tracking software to input, cancel, reserve, and change facilities and class information
- Directing tournaments in a variety of sports and formats
- Review department time on the time clock system; ensure that all entries are correct

NON-ESSENTIAL JOB FUNCTIONS:

- Prepare and deliver sport specific orientations to managers at bi-weekly supervisory staff meetings
- Evaluate officials once per season and forward results to officials association and Recreation Services Manager
- Meet regularly with the volunteer ARD-YDL coaches committee
- Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Innovation and creativity; strong organizational skills; ability to multi-task; budget management as pertaining to sports programs; work independently; maintain records and prepare reports; communicate effectively both orally and in writing; public speaking skills; demonstrated experience with desktop publishing and other computer applications including word processing, spreadsheets and graphic based programs, preferably on PC based systems. Analyze and resolve unusual situations through application of District policy; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees, contractors, user groups, volunteers and the general public.



EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES

Graduation from an accredited four-year college or university with a degree in Recreation Administration, Physical Education, Public Administration or related field; two years full-time experience in community, military, or collegiate recreation with a minimum of one year as a supervisor; or an equivalent combination of education and experience.

LICENSES AND CERTIFICATES

Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

First Aid and CPR Certifications are desired.

Position requires fingerprint and background check per Section 5164 of the Public Resource Code. Conviction of certain criminal offenses may prohibit employment.

WORK ENVIRONMENT

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties, occasionally on uneven terrain. The position also requires both near and far vision when documents, inspecting classes and operating a computer. The need to climb stairs and lift, carry and push tools, equipment and supplies weighing up to 50 pounds is sometimes required. The position requires working in both an indoor, temperature-controlled office environment and in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust and pollen. The noise level of the indoor setting may be loud. The noise level of the outdoor setting can be loud, especially when working around maintenance equipment, children and equipment used at special events such as generators and amplified instruments.

Position requires both day and evening hours, including weekend shifts and holiday shifts. Split shifts may be required.

COMPENSATION: Full-time union position.

Wage rate range

\$23.00 - \$30.96

Auburn Area Recreation and Park District is an Equal Opportunity Employer.