

Position Description



Position Title: Athletic Coordinator

Department: Parks and Recreation

Reports To: Parks and Recreation Director

Date Updated: January 2017

FSLA Status: Hourly Non-exempt

Purpose: To plan, coordinate and supervise all aspects of all adult and youth athletic leagues.

Essential Job Functions and Duties:

- Constantly and consistently exhibit the core values and standards of behavior expected of all employees of The Town of Aberdeen.
- Interact with others (including but not limited to: fellow employees, visitors, vendors, residents and guests) in a professional, friendly and respectful manner.
- Plans, organizes and supervises a well-balanced offering of athletic leagues, tournaments, and athletic special events to serve the citizens.
- Prepares, manages and reports on a budget for various athletic leagues.
- Prepares weekly reports and monthly program participation reports.
- Identifies and receives sponsorships for athletic teams in various leagues.
- Recruits, organizes and supervises coaches, umpires and volunteers.
- Inventories, identifies needs and orders equipment as necessary.
- Regular evaluation of athletic league programs and offerings to determine whether changes and improvements need to be made.
- Responsible for communicating and marketing the various athletic leagues to the residents of Aberdeen and nonresidents as well.
- Responsible for inspecting and evaluating athletic venues for games, practices, and programs. This may at times include helping with general custodial duties, light yardwork such as weed eating or trimming, dragging and lining the field before each game or practice as necessary. This also includes ensuring gates are open, restrooms are available and lights are turned on if necessary.
- Is present and supervises activities throughout programs, and frequently during seasons, to ensure safety and that the behavior of visitors, parents and coaches are appropriate and that any inappropriate behavior is immediately addressed. Job will frequently include evening and weekend hours.
- Is responsible for purchasing all equipment and securing the fields, and venues.

Additional Responsibilities:

- May be assigned to provide assistance at special events, town sponsored activities or other programs as assigned.
- Complete and submit all required paperwork, timely and accurately.
- Other duties as assigned.

Qualifications:

Education: None HS Diploma or GED College Degree

Other:

- A degree in recreation, health and physical education or related fields strongly preferred.

Certifications/Licenses:

- Must possess or have the ability to obtain CPR certification.

Knowledge, Skills and Abilities:

- Excellent indication abilities, both verbally and in writing.
- Must be able to effectively deal with difficult people and volatile situations in a calm and rational manner.
- Thorough knowledge of community sporting leagues, scheduling, and the methods of marketing and organizing same.
- Strong organizational abilities.
- Ability to multitask efficiently and effectively.

Past Work Experience:

- Past experience in a service job or in dealing with the public is preferred.
- 1 to 2 years of experience in athletic league planning is preferred.

Work Environment: Performance of duties occurs frequently outdoors with exposure to the elements at various times of the year. Work is also performed indoors in an office setting.

PHYSICAL REQUIREMENTS	<u>Consistently</u> More than 5 hrs/ day	<u>Generally</u> 3 – 5 hrs/ day	<u>Occasionally</u> Less than 3 hrs/ day	<u>Rarely</u> Only on rare occasions
Remaining in a standing or non-sitting position	X			
Walking or moving about at a normal relaxed pace	X			
Running / Jogging or moving at a fast pace				X
Reaching, Pushing, Pulling	X			
Bending, Stooping or Kneeling	X			
Lifting more than 10 pounds	X			
Lifting more than 30 pounds		X		
Lifting more than 50 pounds			X	
Lifting more than 100 pounds				X
Exposure to the elements (sun, rain, snow, etc.)	X			
Exposure to fumes, odors, dust, etc.		X		
Exposure to loud noise or constant noise above normal household levels			X	

Other: