

Department of Parks & Recreation
Job Description
Revised October 7, 2014

Position: Athletic Coordinator
Department: Parks and Recreation
FLSA: Non – Exempt
Grade: 14A
Salary: \$39,842 - \$49,539
\$1,532.38 - \$1,905.35 Bi-weekly
\$19.15 - \$23.82 Per hour

Description of Duties

Job Summary:

Plans, organizes, directs, and supervises various recreation and athletic programs, activities and facilities. Maintains control of supplies, records, and prepares reports and budget needs for successful operation of assigned area. Works directly with public and outside agencies, public schools, in establishing and implementing special events. Assist with supervision of volunteers, officials, scorekeepers, coaches, players and public attendance and performs other related duties as required. Under general supervision, assist in the planning, promotion, development, coordination and supervision of youth and adult programs including recreational classes, leagues, aquatic programs, field maintenance, special events, and sports camps throughout the city. Probable shift work due to evening and weekend events. Job location will vary due to seasonal activities, programs, and athletic events. Weather is sometimes a hazard.

Supervision Received

Under the general supervision of the Athletic Superintendent.

Supervision Exercised

Supervises the Athletic Specialist and assists with supervision of volunteers, officials and scorekeepers.

Example of Duties:

- Supervises and coordinates classes, workshops and activities for persons engaged in athletic programs.
- Works directly with coaches, players, participants, and the public.
- Develop, organize, promote, and administer coaches' clinics and certifications, such as NYSCA.
- Respond to public inquiries about athletic programs made by telephone, correspondence, or during public meetings.
- Aides and is responsible for the setup of individual and team athletic registration.
- Works directly with the public on a day to day basis.
- Interprets and administers city rules and regulations.
- Recruit, hire, train, and supervise part-time and seasonal employees.
- Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, attend City Council, Parks Board and other meetings as required.
- Assist with marketing and promotional information including printed material, press releases, and participates in public speaking opportunities.
- Performs other related duties as required

Essential Functions:

- Attendance is an essential job function.
- Assists in the implementation of all department recreation programs to include registration and collection of fees.
- May respond to public inquiries about recreation programs made by telephone, correspondence, or during public events.
- May assist in preparing publications for a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs.
- May perform a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, conducting arts/crafts activities for children, making arrangements for rental and use of Recreation Building, helping set up tables and chairs for classes, etc.
- Assist with the staffing, training, scheduling, hiring and evaluation for several youth programs including temporary, volunteer and student intern workers.
- Coordinate, schedule and promote programs for summer day camps and special events.
- Provides assistance in training center attendants on program registration procedures and maintenance of fitness.
- Be available for call out duty 24 hours for any problem or situation which may arise involving the youth or special event programs at the activity center or other program sites.
- Assist in preparation and update of monthly program reports, program guides, order supplies, and equipment.
- Supervises and monitors onsite and field activities of athletic division programs.
- Supervises the opening and closing of athletic facilities.
- Reports maintenance problems, injuries and daily activities.
- Shift work in order to staff during programs offered by the department.
- Various types of equipment used include but not limited to: trucks, drags, lining equipment, hand tools, chairs, tables, and athletic and office equipment.
- Physical effort will include a full range of physical activity to include lifting, carrying, and positioning objects up to 50 lbs; frequent bending, stopping, reaching, stretching and sitting.

Minimum Qualifications

Knowledge, Skills & Abilities: Knowledge of recreation philosophy, planning and administration. Ability to communicate both orally and written; ability to work directly with the public; ability to plan and organize sports activity data and keep accurate records; ability to develop, coordinate and direct varied activities involved in a community recreation program; ability to establish and maintain effective working relationships with City employees and general public.

Required Education, Degrees, Certificates, and/or License:

- Minimum education: High school diploma.
- Minimum experience: 1 year related experience.
- Specialized Requirements: Pre employment physical and drug screening, and valid Texas driver's license with insurable record.

Selection Guidelines:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties above are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

It is the policy of the City of Harker Heights to employ positive business and personnel practices designed to ensure the full realization of equal employment opportunity without regard to race, color, age, religion, sex, national origin, disability (if otherwise qualified), or veteran's status.

This is a safety sensitive position.

The employee is employed at will and may be dismissed with or without cause at any time during his/her employment. I have read, understand, and can perform the essential functions of this job description with or without reasonable accommodation.

Signature

Printed Name

Date