



Job Description
Job Code: 203a

RECREATION SPORTS COORDINATOR (part-time)

DEFINITION: Under the direct supervision of the Recreation Center Program Supervisor and the Recreation Manager, this position assists with the implementation of a comprehensive departmental program, and is responsible for implementing, coordinating, organizing, planning and directing current and short ranged community recreation/sports and leisure programs and activities, plus other related duties. Administer and direct all aspects of adult and youth programming, sports leagues, special event activities and family cultural events.

CLASSIFICATION: This is a part-time position.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this classification.

TASKS:

Oversees community adult and youth sports programs including men's, women's, co-ed and Men's 35 and Over softball league programs; organizes and administers adult and youth basketball and volleyball league programs; organizes special events programming, registers public participants for programs and teams, collects fees and completes work orders to perform minor repairs and maintenance on facilities.

Assists storing all required equipment and supplies to support recreation programming; evaluates and trains contract or part-time employees (e.g. scorekeepers, basketball officials, and volleyball personnel); solicits and monitors activities for youth basketball practices; schedules times and locations for special event programs, games and team schedules. Maintains discipline and crowd control at all programs and sporting events, plus conducts all organizational event meetings and implements sports officiating training and overall management thereof.

Contacts all softball coaches on a weekly basis to field complaints, concerns, and questions; conducts polls and surveys to gain a better understanding of ways in which existing programs can be improved; removes patrons from facilities for unruly and belligerent behavior, files sanctions and disciplines program participants for unwarranted behavior.

Types rules and regulations for all recreational programming; types correspondence (e.g. memos, league schedules, official score sheets for league games daily, etc.); makes follow-up calls to coaches to make sure the department as well as the coach is aware of all league changes to schedules; types and formulates letters going out to Corporate Sponsors; types and releases News Releases to local papers. Promotes interest and provides information regarding recreation programs to special interest groups, schools, community service groups and the general public.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of sports field development and maintenance.
Knowledge and experience in conducting sports programs and activities.
Skill in developing and maintaining sports fields.

Recreation Programs Specialist –(Continued)

Skill in developing and maintaining effective interpersonal relations.

Skill in interacting with the general public in a positive and educational manner.

Skill in promoting the various events, venues, and programs available in the City.

Must be well organized and have a good knowledge of sports league operations and recreational activities. Human relationship skills are imperative to the position in providing effective working relationships with the following: fellow employees, sports officials, other department employees, coaches, other related entities and the general public.

PHYSICAL REQUIREMENTS: This classification involves work developing and implementing parks and recreation programs. Although there is some danger from such things as a baseball hitting a person, the hazard is typically non-life threatening. Must be able to lift and carry objects up to 50 pounds for distances of 100 feet.

HOURS: Must be able to work split shifts, weekdays, weekends and/or evenings as assigned.

MINIMUM QUALIFICATIONS: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary to satisfactorily perform the job. Graduation from high school or equivalency is required. Possession of, or ability to obtain a State of Arizona operators license upon employment is also required.