

ATHLETICS COORDINATOR

Position Code: 2122

WC Code: 9102

FLSA Status: Non-Exempt

Pay Grade: 350

Location: Athletics Division, Parks and Recreation

Approval Date: 2023

General Statement of Duties

Assists in planning, implementing, supervising and evaluating a variety of indoor and outdoor athletic programs, athletic leagues, athletic tournaments, fitness programs, and the scheduling of athletic facilities.

Distinguishing Features of the Class

An employee in this class assists the Athletics Activities Manager in planning, implementing, supervising and evaluating a variety of athletic responsibilities for the citizens of the community. Positions focus in one of three areas: Programming; Tournaments; or Reservations/Facility Management.

PROGRAMMING

Work includes organizing athletic activities, programs and leagues; recruiting and supervising coaches, officials, and participants; publicizing program activities; and supervising the successful implementation of such programs. Work involves scheduling activities and events, and contact with participants, coaches, instructors, and officiating personnel. Employee assists in ordering equipment and supplies and maintaining the safety of activities.

TOURNAMENTS

Work involves recruiting, scheduling and managing a variety of indoor and outdoor athletic tournaments. Work includes building an annual tournament calendar, offering a fair process to secure tournament dates, and coordinating all logistics to ensure tournaments are successful. Logistics include the coordination of concessions and staff to ensure restrooms and park grounds are maintained and clean.

RESERVATIONS & FACILITY MANAGEMENT

Work involves the booking of various indoor and outdoor Town facilities to citizens, Department coaches or outside agencies desiring space for practices, games, matches or other use. Work includes booking baseball/softball fields, multi-purpose fields, gymnasiums and tennis courts, and managing the Talbert Recreation Center and staff.

GENERAL DISTINGUISHING FEATURES:

In all focus areas, work is performed in accordance with departmental rules and policies and requires judgmental discretion in the application and interpretation of programs, game rules and procedures. Employee is subject to hazards in parks and recreation including working work in both inside and outside environments and in extreme hot and cold weather. Duties may expose the employee to human body fluids; thus, the work is subject to OSHA regulations on blood borne pathogens. Work is performed under the general supervision of the Athletic Activities Manager, and

is evaluated in terms of program effectiveness, through observation and discussions surrounding public acceptance. Each Athletics Coordinator is expected to assist in any of the three focus areas as needed.

Duties and Responsibilities

An employee in this class will be subject to one or more of the following focus areas:

PROGRAMMING:

Plans, implements, and evaluates new and existing indoor and outdoor athletic programs and leagues for various age groups including such programs as baseball, basketball and tennis. Helps to organize league teams, arranges schedules and post-season tournaments. Sets up necessary facilities, attends games and supervises activities to ensure quality competition and good sportsmanship. Ensures the proper use of equipment and facilities.

Assists with scheduling umpires, scorekeepers, and other game officials. Recruits and assists with training and supervising coaches, officials, and scorekeepers.

Counsels and advises parents concerning participation of children in athletic activities.

Investigates and makes recommendations on protests, rainouts, and player suspension situations.

Assists in purchasing supplies, and equipment. Maintains, distributes, and collects equipment.

Acts as liaison to other public and private groups and agencies.

TOURNAMENTS:

Recruits and manages a variety of indoor and outdoor athletic tournaments. These tournaments are generally run by third-party agencies.

Ensures facility set up and all necessary logistics are in place.

Invoices tournament hosts according to Department policies and established fee schedule.

Coordinates concessions for indoor and outdoor tournaments. This may include assisting with ordering supplies, receiving deliveries, stocking stands, paying invoices, processing payroll and studying the program to ensure maximum profitability.

Coordinates park monitors for outdoor tournaments. This may include training new staff members, ensuring coverage at all events and processing payroll.

RESERVATIONS & FACILITY MANAGEMENT:

Books all usage of Talbert Recreation Center. Works collaboratively to schedule indoor tournaments at the facility. Books and supervises the corresponding part-time staff who perform custodial services and monitor the facility.

Books long-term reservations for agencies using athletic fields for more than one month at a time.

Books short-term reservations for agencies using ball fields on a sporadic basis.

Books the usage of all tennis courts operated by the Department.

GENERAL DUTIES AND RESPONSIBILITIES (ALL POSITIONS):

Assists in the preparation of regular and special reports as required on all athletic and fitness programs and events.

Registers participants for activities, answers the telephone fielding questions on all parks and recreation programs and activities, and books rooms, as needed.

Recommends and implements departmental rules and policies.

Performs light park maintenance duties as needed.

Performs other duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

PROGRAMMING:

Knowledge of various types of sports rules and the ability to organize corresponding leagues and post-season tournaments.

Ability to recruit, plan and administer movement-based programs for the community.

Willingness to work nights and weekends when necessary to attend programs or league activities.

Ability to recruit, train and manage volunteer coaches.

Ability to negotiate and manage contracts for program providers and league officials.

Knowledge of field maintenance and willingness to assist when needed.

Ability to deal tactfully, courteously, and firmly with the public.

TOURNAMENTS:

Ability to recruit profitable athletic tournaments offered by third-party agencies.

Ability to manage logistics in high-pressure settings.

Knowledge of acceptable facility conditions to ensure players, spectators and officials can participate safely.

Ability to effectively resolve conflict with participants, spectators, officials, or staff.

Ability to create invoices, collect payment and identify cost recovery for each event.

Willingness to work weekends when necessary to attend tournaments to offer customer service and troubleshoot any issues.

Ability to coordinate all aspects of concessions to complement tournaments.

RESERVATIONS & FACILITY MANAGEMENT:

Ability to multi-task efficiently and manage various reservation types.

Ability to deal tactfully, courteously, and firmly with the public via telephone or email.

Ability to utilize computer programs to stay organized.

Ability to responsibly manage financial information, run reports and create presentations.

Ability to effectively schedule and manage subordinate staff.

Physical Requirements

While performing the duties of this job, the employee is frequently involved in some combination of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, and hearing. Hand and finger dexterity is required to operate equipment. This position involves heavy work requiring the employee to exert up to 100 pounds of force occasionally; and/or up to 50 pounds of force frequently; and/or up to 20 pounds of force constantly to move objects. Lifts and carries heavy equipment and/or materials (up to 50 pounds) to perform assignments.

Must possess the visual acuity to prepare and analyze data, perform extensive reading, operate a computer, inspect work of others and to demonstrate and play various sports activities.

Minimum Education and Experience

Bachelor's Degree in recreation administration or a closely related field from an accredited college or university, and one to three years of related experience in recreation; or an equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina Driver's License.