

ATHLETICS PROGRAM MANAGER

Position Code: 2300

WC Code: 9102

FLSA Status: Exempt

Pay Grade: 354

Location: Parks & Recreation

Approval Date: 2023

General Statement of Duties

Manages a comprehensive youth and adult Athletics program and supervises program and facility staff.

Distinguishing Features of the Class

An employee in this class coordinates and manages a variety of athletic functions and supervises athletic staff. Work involves direct oversight of both long-term and short-term field rentals including financial reconciliation, managing partnerships, and developing and managing the Athletics Division budget. Work is performed according to Town policies and procedures and requires judgmental discretion when enforcing game rules and procedures.

Employee is subject to hazards in parks and recreation including working 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 bloodborne pathogens. Work is performed under the general supervision of the Assistant Parks & Recreation Director and is evaluated in terms of program effectiveness, through observation and through discussions surrounding public acceptance.

Duties and Responsibilities

Oversees the planning of athletic events and leagues for various age groups.

Makes periodic observation and evaluation of athletic events and games for quality of competition, proper use of equipment and facilities, and sportsmanship.

Investigates and makes decisions on player, coach, or spectator suspensions.

Makes necessary purchases on behalf of the Athletics Division that assist with the implementation of programs, leagues, or facility improvements.

Develops, recommends, and executes departmental rules and policies.

Provides necessary liaison with other public and private groups and agencies.

Assists in the preparation of regular and special reports as required.

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

Performs related duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Considerable knowledge of principles, practices, and methods of recreation, and of major sports rules, playing, and coaching techniques.

Considerable knowledge of current literature, trends, and developments in the field of public recreation with a particular emphasis on athletics.

Knowledge of standard resources, materials, and facilities utilized in a public athletics program.

Ability to effectively plan, promote, organize, and execute a year-round program of athletic activities.

Ability to plan, coordinate and supervise the work of full and part-time, temporary workers and volunteers.

Ability to express ideas effectively in oral and written forms, and to make presentations.

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

Ability to establish and maintain effective working relationships with coaches, officials, the general public, superiors, and co-workers.

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 50 pounds of force occasionally to move objects.

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

Minimum Education and Experience

Bachelor's Degree in Parks & Recreation Administration from an accredited college or university and five years of experience in athletics programming with at least two years of experience in a supervisory capacity; or an equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina Driver's License.