

**Job Description: Athletics Specialist**  
**Ashe County Parks & Recreation**  
**Ashe County Government**

**Qualifications:** A Bachelors degree in Recreation Management, or experience working with youth and adult athletics, or prior parks & recreation experience.

**Pay Rate:** \$31,518 annually, plus health insurance and retirement benefits

**General Statement of Duties:** Under the direction and supervision of the Department Director and Athletics Director, the Athletics Specialist is responsible for maintaining, developing, and evaluating current athletic programs and leagues while continuing to research new opportunities for both individual and group athletic opportunities. Strong organizational and time management skills with an acute attention to detail are essential. Proficient language and computer skills are necessary.

**Duties include, but are not limited to:**

- develop and maintain extensive knowledge of league sports rules, the necessary equipment, and facilities necessary for play
- advertising athletic opportunities using various media and technology
- communicating with area schools leadership
- communicating with the public
- financial budgeting/purchasing
- planning/developing leagues
- making league schedules
- communicating with league coaches, parents, and players
- maintaining playing fields/courts/fitness center
- staffing events
- obtaining coaches and officials
- researching/implementing new athletic opportunities
- oversee the needs of our fitness center
- maintain athletic equipment and facilities
- training other staff when necessary

**Computer Skills:** Knowledge of Microsoft Windows and Microsoft Office

**Language Skills:** Ability to read, analyze, and interpret general professional journals, technical procedures, or government regulations. Ability to write reports, league rules, and public address emails/texts.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand, walk, and sit. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to focus. The employee must occasionally lift and/or move up to fifty pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in varied outside weather conditions. The noise level in the work environment is often loud. The employee is expected to adopt the concept that the safe way to perform a task is the most efficient and the only acceptable way to perform it. Safety adherence and supervision of staff safety is an extremely important facet of this position.