

COUNTY OF ASHE JOB DESCRIPTION

JOB TITLE: ATHLETIC PROGRAMS COORDINATOR I

DEPARTMENT: PARKS & RECREATION



REPORTING RELATIONSHIP:

This is a full-time, twelve-month position that reports to the Parks & Recreation Director and Athletic Programs Coordinator II.

QUALIFICATIONS:

A Bachelor's degree in Recreation Management, or experience working with youth and adult athletics, or applicable prior parks & recreation experience.

JOB REQUIREMENTS:

The Athletic Programs Coordinator I 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.

DUTIES AND RESPONSIBILITIES:

ESSENTIAL DUTIES

1. Develops and maintains extensive knowledge of league sports rules, the necessary equipment, and facilities necessary for play
2. Advertises athletic opportunities using various media sources and technology
3. Communicates with school leadership and the general public
4. Involved in financial budgeting and purchasing
5. Responsible for planning and developing leagues and schedules
6. Communicates with league coaches, parents, and players
7. Maintains playing fields, courts and fitness center
8. Coordinates event staffing, including staffing of coaches and officials.
9. Researches and implements new athletic opportunities
10. Maintains athletic equipment and facilities
11. Trains other staff as necessary

COMPUTER SKILLS

Knowledge of Microsoft Windows and Microsoft Office is required.

MINIMUM QUALIFICATIONS/STANDARDS:

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.