



Job Description

Athletic Coordinator

Pay Grade: G08

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Minimum five (5) years of experience working in planning, organizing, and implementing recreational, cultural, and social events for the general public and adult groups.

Minimum Education Requirements: High School Diploma or G.E.D.

Department: Recreation.

Direct Supervisor: Recreation Director.

Supervisory Responsibility: Direct (x); Indirect (x)

Primary Work Location: Works in an office setting and outdoors.

Certification: Valid State of Florida driver's license.

Job Summary: Responsible for planning and coordinating all aspects of recreation youth and adult sports leagues.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Plan and coordinate youth and adult sports programs which include: registration, scheduling, meetings, advertisements, organization of leagues, mediation of problems, equipment control and maintenance, transportation and tournament activities.
- Plan, coordinate, and supervise recreation programs.
- Select, train, schedule, supervise, and evaluate subordinates.
- Prepare and maintain budgets for operations.
- Requisition materials, equipment, and supplies and process payments for services.
- Perform administrative duties such as scheduling recreation programs and prepare oral and written reports.
- Perform and coordinate maintenance and upkeep of facilities.
- Answer service-related questions posed by customers or provide customer with contact number through which the desired information may be obtained.
- Perform both pre-trip and post-trip inspections daily on assigned vehicles or equipment.
- Recruit youth and adult sports team coaches.
- Serve as liaison with parents of children in youth sports programs.
- Perform other job duties as assigned.



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Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Fundamentals of recreation, types of material, equipment and facilities needed to carry out planned programs and activities.
- Team scheduling and sport event organization.
- City's functions, policies, and procedures.

Skills

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Planning, organizing, and implementing special activities.
- Follow and relay complex oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

Abilities

- Instruct youth and adults in sports and recreation activities.
- Work effectively with difficult individuals and various age groups in specialty areas.
- Effectively schedule and supervise subordinates.

Physical Demands

The work is light work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The following physical abilities are required:

- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.



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**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date