



RICHLAND COUNTY RECREATION COMMISSION

Athletic Coordinator

Beginning Salary: \$12.00 per hour

Part- Time Seasonal

General Nature of Work:

Under limited supervision of the Director of Athletics, performs recreational work coordinating, supervising, administering, and evaluating athletic programs for the Richland County Recreation Commission (RCRC). Work involves administering organize league sports - community and RCRC run programs, and special events; and recruiting, training and coordinating coaches, officials, scorers, timers, concessions, etc. Work also involves ascertaining athletic needs of the communities, and the agency's ability to meet them. Coordinates with Recreation Supervisors, Site Managers, Independent league representatives, and community stakeholders to provide quality athletic programming for the citizens of Richland County.

Primary Job Responsibilities:

Plans and implements new and existing athletic and recreational programs at Richland County facilities, fields, develops schedules for leagues, classes, tournaments or other activities, schedule use of facilities, and executes banquets for in-house leagues, and moving equipment as needed.

Coordinates or performs cleaning of facility, scheduling and supervising daily activities for summer recreation and after school programs.

Tracks inventory of division equipment and supplies, ensures availability of adequate materials to conduct work activities, initiates request for new and replacement of materials and supplies.

Inspects equipment and fields to ensure items are in safe operational condition, maybe required to perform minor repairs as needed.

Monitors compliance of all coaches and volunteers with RCRC's background check process.

Recruits, assigns, and supervises volunteers to serve as athletic event coaches, officials, scorers, clock-keepers, concessions, and vendors.

Coordinates and supervises the use of athletic facilities (for community as well as in house leagues)

Prepares field marking request, maintenance reports, completes various forms, reports, registration forms, payments, invoices, surveys and prepares reports and summaries documenting evaluations and program outcomes.

Provides information and assistance related to division programs, services, events, activities, fees, procedures, forms, or other issues, responds to routine questions and complaints and requests for service, initiates problem resolution.

Assist in program registration, recreation memberships creation, receipts payments, registration fees other fees for services, records and deposits all payments collected.

Receives, reviews, and corrects various forms, reports, correspondence, registration forms, payments, invoices, brochures/flyers, handbooks, policies, manuals, reference materials, or other documentation, reviews, completes, processes, forwards and retains as appropriate.

Operates a computer to enter, retrieve, review or modify data, verifies accuracy of entered data and makes corrections, utilizes spreadsheets, desktop publishing, or other software programs.

Communicates with supervisor, employees, other division/departments, County and Commission officials, volunteers, instructors, program participants, parents, school personnel, community organizations, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, and resolve potential conflicts.

Attends, documents, and provide reports on departmental, division, and community meetings.

Presents programming information to community groups, churches, schools, and civic organizations to promote agency activities.

Collaborates with schools for program promotion and facility usage

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession, reads professional literature, maintains professional affiliations, attends workshops and training sessions as appropriate.

Responds to routine questions or complaints in oral and written correspondence in a professional manner.

Assists with planning/implementation of special events/activities for the Commission and or other divisions of the department.

Performs on-going evaluations of all athletic leagues, tournaments, in-house leagues, and programs

Orders and distributes jerseys, trophies, and equipment for leagues

Assists in the research, development, and oversight of new league and program opportunities.

Performs other related duties as required.

Knowledge, Skills, and Abilities:

Knowledge of the policies, procedures, and activities of Recreation Commission practices as they pertain to the performance of duties relating to the position.

Knowledge of the principles, methods and techniques of planning and administering recreation/athletics programs and promoting the programs.

Knowledge of the policies, practices, methods, objectives and goals of the Athletics Department.

Knowledge of the requirements, policies and procedures of various media outlets necessary for promotional activities.

Knowledge of photography.

Knowledge of the current literature, trends and developments in the public relations and parks and recreation fields.

Skilled in written composition and graphic design. Is able to use popular computer driven graphics, word processing, spreadsheet and file maintenance programs.

Ability to develop and maintain high visibility and good relations with department personnel, County officials, employees, media representatives and community groups.

Ability to conceive, organize and implement programs to promote the department and its programs and activities.

Ability to exercise initiative and independent judgment in a variety of work situations.

Ability to research various topics and compile facts and data accurately.

Ability to establish and maintain working relationships as necessitated by work assignments.

Ability to compare and/or judge the readily observable, functional, structural technical, or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Ability of speaking and/or signaling people to convey or exchange information. Includes giving/receiving instructions, assignments or directions from superiors, and giving instructions, assignments or directions to others.

Ability to read a variety of reports, letters and memos, literature, etc.; ability to prepare correspondence, news releases, advertising copy, speeches or scripts, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style; ability to speak before groups of people with poise, voice control and confidence.

Ability to learn and understand relatively complex principles and techniques, to make independent judgments in absence of supervision, and to acquire knowledge of topics related to primary occupation.

Ability to record and deliver information, to explain procedures and policies, and to follow oral and written instructions, guidelines and objectives.

Ability to utilize mathematical formulas; to add and subtract; multiply and divide; determine decimals and percentages, determine time and weight, make statistical calculations, and interpret graphs.

Ability to inspect items for proper length, width and shape, visually with office equipment and sports/athletic equipment.

Physical Demands: (Note: physical demands are representative of the physical requirements for an employee to successfully perform the essential functions of the job with or without reasonable accommodation.)

Must be physically able to operate a variety of machinery, equipment, and tools such as: motor vehicles, office equipment such as computers, copiers, etc. Must be able to use cameras telephones, sports equipment, scoring equipment, automatic bleachers, janitorial equipment/supplies, and hand tools. Tasks may require the ability to exert physical effort typically involving some combination of stooping, kneeling, crouching and crawling, which may involve lifting, carrying, pushing, pulling of objects and materials varying in size and weight up to 100 lbs. Must have moderate levels of eye/hand/foot coordination. May require the ability to differentiate between colors and shades of color. Requires the ability to interact with stakeholders and perform in stressful situations. Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

Minimum Education, Training, Certification Requirements:

Bachelor's degree in Recreation, Physical Education, Sports Management, or a closely related field; supplemented by 3 to 4 years of previous experience and/or training involving recreation/athletic program development and management; or any equivalent combination of experience and training which provide the required knowledge, skills, and abilities to perform the job. National Alliance for Youth Sports (NAYS) certification is preferred, or completion of certification prior to conclusion of initial employee probationary period of one year. Current valid driver's license is required.