

## **ATHLETIC COORDINATOR**

### **General Statement of Duties**

Performs a variety of recreation specific duties to athletic programming for the department.

### **Distinguishing Features of the Class**

An employee in this class is primary responsible for planning, coordinating and supervising a variety of athletic leagues and programs for people of all ages, abilities and cultures. Work involves planning structured league outlines, formation of league rules, associated finances, scheduling of games and officials, and registrations. Secondary responsibilities include recruiting and training of employees, league officials, and volunteers. Must exercise extreme tact, courtesy, and, professionalism in daily contact with coaches, parents, and athletes. Independent judgment must be exercised within the scope of standard departmental operational procedures, when dealing with complaints and player protests. Work is performed under the regular supervision of the Recreation Superintendent and is checked by observation and reports. This position specializes in the administration realm of all athletic program offerings of the department, will also include some outlaying duties with departmental staff when needed.

### **Illustrative Examples of Work**

Instructs various programs and secures various instructors or other contracted personnel.

Assists in budget preparation for athletics.

Plans, organizes, promotes and supervises athletic events and programs for various age groups; schedules games, registers participants; tracks player eligibility; orders equipment; secures locations; generates sponsorships; recruits, trains and assigns coaches; supervises and trains part time field workers; inspects fields to determine field quality; provides related financial reports.

Inspects the town's athletic facilities; prepares reports regarding athletic programming, orders supplies.

Assists in the development and execution of rules and policies for athletics.

Prepares and maintains reports and records.

Performs related duties as required.

### **Knowledge, Skills, and Abilities**

Work requires considerable knowledge of the principles, practices, and policies of municipal athletic/recreation programs and activities.

Work requires considerable knowledge of current literature, trends, and developments in the field of public recreation.

Employee must have the ability to effectively plan and execute a year-round program of athletic and recreation activities.

Employee must have the ability to plan and coordinate the work of part time staff and volunteers.

Employee must have the ability to establish and maintain effective working relationships with the general public, public/private sector contacts, and others.

Employee must have the ability to prepare reports.

Work requires the ability to perform daily administrative duties.

Work requires the ability to supervise and coordinate the usage of athletic facilities.

Work requires knowledge of the occupational hazards and risks, and the application of necessary safety precautions set forth by established policies and procedures.

### **Physical Requirements**

Must be able to physically perform the basic life operational support functions of balancing, stooping, kneeling, crouching, walking, pushing, pulling, fingering, grasping, feeling, talking and hearing, and repetitive motions.

Must be able to perform work exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move.

Must possess the visual and mental acuity to compile and compute data, statistics, schedules, operate a computer terminal, proof read materials, and read.

### **Desirable Education and Experiences**

Graduation from a college or university with a degree in Recreation Administration, Physical Education, or other closely related field with experience with the administration of various athletic leagues; or an equivalent combination of education and experience.

### **Special Requirement:**

North Carolina class C driver license

### **Additional Information**

This position is classified as safety sensitive per the Town's Personnel Policy.

### **Fair Labor Standards Act (FLSA) Status**

Non-Exempt

2024