

Title: Athletic Coordinator

Job description-

Primary Job Responsibilities:

Work under the supervision of the park director

Promote sports or special events registration

Inventory and issue sports equipment

Recommend purchase of sports equipment

Inventory/stock concessions

Recommend purchase of concession items

Conduct coaches meetings to pick teams/explain rules/coordinate coach safety training

Schedule team practices

Coordinate hiring with park director and schedule and train the following employees:

Umpires, scorekeepers, concession workers, admission workers

Act as tournament director

Supervise regular season games with assistance from facility supervisors as needed

Work schedule would vary based on sports/ special events

Work closely with maintenance staff on field schedules for games, general field maintenance issues, concession item deliveries, etc...

Assist in sign shop as schedule allows.

Other duties may be assigned or required.