



## **JOB DESCRIPTION**

### **PARKS & RECREATION**

### **ATHLETIC DIRECTOR**

#### **JOB SUMMARY**

Full time position with benefits. Individuals working as Athletic Director will be responsible for overseeing the administration of sports and recreational programs for events and activities. Such individuals perform professional duties in planning, developing, coordinating, implementing, and supervising recreation and athletic programs for the city. The Athletic Director will oversee programs such as baseball, basketball, softball, football, flag football, tackle football, and adult softball. This will include game field preparation and assisting with various park construction projects. The Athletic Director will also perform administrative office duties in the Parks and Recreation Department as required or as assigned by the Park and Recreation Director.

#### **DEPARTMENT**

- Parks and Recreation

#### **IMMEDIATE SUPERVISOR:**

- Director of Parks and Recreation

#### **PAY**

- Range: 17.97 – 27.87 per hour

#### **JOB DUTIES and RESPONSIBILITIES:**

- Organize and oversee the administration of sports and recreation program events and activities including baseball, basketball, softball, football, flag football, tackle football, adult softball.
- Assist with planning, organizing, developing, scheduling, and evaluating recreation and athletic programs and events.
- Preparing game fields including field painting, chalking and dragging.
- Coordinates volunteer requests from the community; recruit, train and supervise volunteer coaches, staff and board members.
- Assists with public relation communications such as emails, social media, banner sales, preparing and distributing flyers and brochures.
- Assists with preparing and administering individual program or facility budget as appropriate; monitor expenditures and payroll in accordance with established procedure.
- Schedules recreation facilities and supervise condition of facilities.
- Assists maintenance with property improvement projects as needed.
- Conducts and attends a variety of training seminars, staff meetings, coaching clinics, and community meetings.
- Maintains sports inventory and equipment; distributes supplies and equipment; assists with ordering supplies and equipment for recreation and athletic programs.

- Monitors participant compliance with all policies and enforces rules and regulations of recreation and athletic programs.
- Provides clerical support, program registration, answer telephones, and maintains correspondence with other divisions or agencies; may respond to public inquiries about facility.
- The above is not intended as an exhaustive list of duties / responsibilities and the employee shall be required to perform any and other related duties as directed by the Parks and Recreation Director.

## **JOB REQUIREMENTS**

### **Qualifications:**

- Valid driver's license
- Bachelor's degree in recreation administration, physical education, social work, psychology or closely related field and one (1) year experience in public recreation; OR an equivalent combination of education and experience.
- Paid experience working at an administrative level developing, organizing and administering organized league programs involving various athletic youth sports (e.g., baseball, basketball, softball, football, flag football, tackle football, adult softball, soccer, etc.) to include facility operations, planning and monitoring programs. Experience developing and monitoring an operational budget.

### **SKILLS**

- Knowledge of various sports and game rules, regulations, techniques and other related information is needed to act as a coach or game official.
- Knowledge of principles involved in the management of staff/personnel.
- Knowledge of procedure and guidelines governing the purchase of equipment, supplies, services.
- Knowledge of parks, maintenance and sports field management is desired.
- Administrative skills operating computer programs (e.g., outlook, excel, google drive, word)
- Capacity to work both independently and in a team environment.
- Ability to adapt to the daily challenges associated with a busy work environment.
- Excellent communication and customer service skills.
- Ability to work in a variety of weather conditions.
- Strong problem solving, conflict management and organizational skills.
- Capable of lifting equipment and a variety of heavy objects.
- Ability to work flexible hours including overtime, weekends, and nights.

### **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 this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The physical demands of the position are significant. While performing the duties of this job, the employee will frequently be required to walk, stand, sit, bend, talk and hear, and use hands to finger, handle or feel. The employee must be able to lift and/or move up to 50 pounds and may be required to do so on a frequent basis.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is conducted both indoors in an office setting as well as regular field visits to outdoor worksites.

Please submit City of Springville application and resume to [rhopkins@cityofspringville.com](mailto:rhopkins@cityofspringville.com)