

City of Valley

Job Description

Athletic Coordinator

Under the direction of the Assistant Director-Athletics, the Athletic Coordinator will be responsible for assisting with planning, organizing, and supervising youth and adult athletic programs and special events. In addition, this position will assist with coordinating activities of volunteers.

Primary Job Functions

- Introduce new program activities, equipment, and materials to participants and parents.
- Interprets recreation service to public and participates in community meetings and organizational planning.
- Assist with advertising athletic activities to public and participates in community meetings and planning
- Assist with setup of schedules and brackets for league and tournament play.
- Evaluates programs and program participants
- Develops or provides information for registration forms, flyers, brochures, and advertisements
- Assist Athletic Field Maintenance Manager with preparation of fields and other various activities at SportsPlex
- Assist with setup and breakdown for special events and sports activities
- Supervise fields/play areas during games to enforce rules as needed
- Attend sporting events and special events

Required knowledge

- Ability to apply and interpret departmental, state, league rules and regulations for all sports activities written, oral, or diagram form.
- Knowledge of occupational hazards, safety precautions, and safety regulations related to recreation activities and other work related precautions.
- Maintains cooperative and professional relationships with other departments, organizations, and the public.

Skills and Abilities

- Must be adaptable, possess strong organizational skills, and a team player
- Ability to effectively communicate written and verbal
- Ability to acknowledge /identify unsafe play areas and report to supervisor
- Maintain a high level of professionalism at all times while providing superior customer service to program participants, parents, and visitors alike.
- Ability to deal with a diverse community

Education and Experience

- Associates degree in recreation management, marketing, business management, or related field; or two to three years related experience; or a combination of education and experience.

Environmental Hazards and Physical Requirements

- While performing the duties of this job, the employee is regularly exposed to outside/inclement weather conditions
- Requires light to medium work load that involves walking, standing, stooping, lifting and exerting between 20 to 30 pounds of force on a regular and recurring basis
- Employee is occasionally exposed to moving mechanical parts