PARKS & RECREATION DEPARTMENT

WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

- I. Name of Position: Athletic Supervisor
- II. Organization Unit: Administrative Office
- **III.** General Summary: This individual is responsible for creating all league game and practice schedules. Responsible for working with all leagues in implementation, conducting, and updating league president packets, coaching packets, league forms, meetings, and all other affiliated league processes per Director.

IV. Qualifications:

High School Diploma; proficient in Excel, Microsoft Word, PowerPoint, and Outlook; attention to details is important; ability to take large quantity of league data and transpose into organized schedules. WCPRD is an equal opportunity employer.

- V. <u>Position Wage:</u> This is a full-time position. The wage will be negotiated at the time of hire. Medical, insurance, dental insurance, and vision insurance is available to all full-time employees after a sixty (60) day probationary period (employee is responsible for paying a percentage of this cost).
- VI. Employee Classification: Non-Exempt

VII. Essential Job Functions:

- 1. In charge of creating, in cooperation with league representatives, assigned league game and practice schedules.
- 2. In charge of handling communications with leagues regarding all scheduling issues and makeup games.
- 3. Required to prepare both handwritten and software-based game and practice schedules in current scheduling system.
- 4. Keep yearly detailed/organized league schedules for all programs.
- 5. Responsible for coordinating, managing, scheduling for all leagues assigned by Director for each sports season, including but not limited to, managing all files, and contacting assigned league representative each week to keeping up with all league requirements on the League Requirements Checklist and other required paperwork within specified timeframes.
- 6. Act as direct contact for assigned leagues during course of each sports season.
- 7. Conduct various coaches' meetings and attend various league functions, as requested by the Director.
- 8. Provide league, coaching, board, and staff trainings, when requested by the Director.
- Responsible for working with all leagues in implementation, conducting, and updating league president contact list, league president packets, coaching packets, league forms, meetings, and all other affiliated league processes per the Director.
- 10. Required to assist at various athletic / league functions and events throughout the year.
- Coordinate school calendars with Warren County Public School principals and staff to ensure minimal event conflicts for required school facilities for league programs.
- 12. Assist in delivering league registration informational flyers to schools, updating yearly school flyer / poster list, and update seasonal school contact list with phone numbers, emails, school administrative contacts.
- 13. Maintain points of contact for each league in the AlertSense program and *primarily* responsible for sending out cancellation alerts (internal) to league representatives and to coaches, parents, and participants (external) via the AlertSense program (shared responsibility with Business Manager and other administrative staff as assigned by Director).
- 14. Required to answer phones, take reservations, and payments in Administrative Office.
- 15. Understand and agree to comply with WCPRD Employee Handbook, Warren County Personnel Policy and all other WCPRD rules and regulations.
- 16. Complete any other duties as assigned by the Director of WCPRD.
- 17. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees.

VIII. Special Work Conditions:

Be able to meet deadlines, stay organized, and multi-task.

|--|

By signing this job description, I agree to perform the tasks outlined within and fully understand that I may be assigned other work-related duties and responsibilities as directed by the Director or Assistant Director of WCPRD.

WCPRD Employee Signature	Date
Witness Signature	Date

Director WCPRD Signature		Date
	WCPRD Updated 12/16/2022 ——	