



## WARREN COUNTY PARKS AND RECREATION DEPARTMENT

### JOB DESCRIPTION

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- I. **Name of Position:** Athletic Coordinator
- II. **Organization Unit:** Administrative Division
- III. **General Summary:** The Athletic Coordinator oversees marketing, soliciting, training, and coordinating schedules of field attendants, scorekeepers and all sports officials for all leagues. Responsible for coordinating a variety of league accountability standards, meetings, forms, reports, and training processes and events.
- IV. **Qualifications:** High School Diploma; supervisory experience desired; 2 to 4-year college degree in Sports Management or 4-6 years of experience of officiating multiple youth, high school, or collegiate sports. WCPRD is an equal opportunity employer.
- V. **Special Work Conditions:** Nights and weekends required; need to be able to balance deadlines; ability to multi-task.
- VI. **Position Wage:** This is a full-time position. The wage will be negotiated at the time of hire. Medical, dental, and vision insurance plans are available to all full-time employees after a sixty (60) day probationary period (employee is responsible for paying a percentage of this cost).
- VII. **Employee Classification :** Non-Exempt
- VIII. **Essential Job Functions:**
1. Train, coordinate, and solicit sports officials and field attendants for all league officiated programs.
  2. Required to answer phones, make reservations and payments, and perform customer service functions at Administrative Office.
  3. Complete all assigned trainings.
  4. Responsible for coordinating, managing, scheduling (using league scheduling software) 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 keep up with all league requirements on the League Requirements Checklist and other required paperwork within specified timeframes.
  5. Act as liaison/direct contact for assigned leagues during each sports season.
  6. Create PowerPoint presentations and other training resources for sports officials and update yearly.
  7. Conduct various meetings for officials, scorekeepers, league officials, coaches, league boards, and field attendants (trainings).
  8. Inventory, maintain, and clean complete stock of football equipment for the department.
  9. Investigate all complaints concerning sports officials and scorekeepers and report the outcome to the Director.
  10. Create seasonal quick reference sheets for all supervisor equipment.
  11. Assist with all operational aspects of sport league registrations, operations, and special event functions.
  12. Coordinate, meet with, update, and implement all league president, league required paperwork / forms for all recreational leagues affiliated with department.
  13. Work with various outside / partnered organizations to help solicit and recruit diverse tournament and special event groups to utilize WCPRD facilities.
  14. Responsible for coordinating / managing a variety of league accountability standards, meetings, forms, reports, and training processes and events.
  15. Understand and agree to comply with WCPRD Employee Handbook, Warren County Personnel Policy, and all other WCPRD rules and regulations.
  16. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees.
  17. Complete any other duties as assigned by the Director of WCPRD
- IX. **Verification of Understanding Position:** 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.

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WCPRD Employee Signature

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Date

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Witness Signature

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Date

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Director WCPRD Signature

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Date