



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

- I. **Name of Position:** Athletic Supervisor
- II. **Organization Unit:** Administrative Division
- III. **General Summary:** This individual is responsible for creating all league games 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. **Special Work Conditions:** Be able to meet deadlines, stay organized, and 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. 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. Serve as direct contact for assigned leagues during 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.
 9. Coordinate background check process with Parks Deputy for all league coaches, volunteers, board members, etc. including emailing list of approved/denied background checks directly to league presidents on a weekly basis and coordinating the notification of denial directly to patron.
 10. 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.
 11. Required to assist at various athletic / league functions and events throughout the year.
 12. Coordinate school calendars with Warren County Public School principals and staff to ensure minimal event conflicts for required school facilities for league programs.
 13. 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.
 14. 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).
 15. Required to answer phones and make reservations and payments in Administrative Office.
 16. Understand and agree to comply with WCPRD Employee Handbook, Warren County Personnel Policy and all other WCPRD rules and regulations.
 17. Complete any other duties as assigned by the Director of WCPRD.
 18. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees.
- 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.

WCPRD Employee Signature

Date

Witness Signature

Date

Director WCPRD Signature

Date