

City of East Ridge Job Description

Job Title: Athletics Coordinator

Department: Parks and Recreation

Full-Time \$13.39 Per Hour

GENERAL PURPOSE:

The Athletic Coordinator plans, implements, and evaluates programs and athletic special events run by the East Ridge Parks and Recreation Department. The Coordinator works under the supervision of the Athletics Supervisor while maintaining responsibility for the athletic programs operated by the East Ridge Parks and Recreation Department. The Coordinator assists in other duties as assigned for the efficient operation of the department.

Job Summary:

1. Plans, organizes, implements, and manages a variety of recreation and sports programs for youth and adults within the City of East Ridge.
2. Creates rules and guidelines relevant to sport, league schedules, coaches' training, and ensures the assignment of game officials for athletic programs. Evaluates programs on a seasonal basis to initiate any necessary changes.
3. Assists in determining fees for youth and adult athletic programs; collects all entry fees and prepares appropriate revenue and expense reports.
4. Plans, organizes, and coordinates sports tournaments at City owned sports facilities as assigned by the Athletics Supervisor and / or Parks and Recreation Director. This includes securing tournament sponsors, advertising and promotion, daily communications, tournament set-up and scheduling, securing officials, and serving as tournament director during the event.
5. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control of athletic programs.
6. Serves as department liaison as assigned when working with parents, coaches or any groups / committees related to the administration of the recreational programs of the department. Interacts with these entities in a courteous and respectful manner.
7. Plans and coordinates marketing and publicity for all athletic programs under the jurisdiction including the use of social media campaigns. Contributes daily updates to the department website and social media page.
8. Provides administrative support to the Athletics Supervisor for the day-to-day functioning of the department, programs, and facilities operated by the East Ridge Parks and Recreation Department.
9. Prepares monthly or special reports as assigned by the Athletics Supervisor.
10. Ability to work flexible and demanding hours including nights and weekends.
11. Attends workshops, seminars, conferences and other professional development opportunities in order to keep abreast of trends and changes in the field.
12. Performs other related duties as may apply.

Education/Experience:

- Minimum Education: High School Diploma or GED.
- Bachelor's degree in Recreation Administration or closely related field from an accredited college or university preferred.
- Minimum of 2 years related work experience; or equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities if no degree.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of recreation principles, dynamics of programming and principles of community-based recreation programs.
- Knowledge of basic office principles and procedures.
- Knowledge of rules and fundamentals of a variety of team and individual sports
- Knowledge of various activities that make up a comprehensive recreation program, and equipment requirements of all common recreational activities.
- Knowledge of maintenance requirements of parks, athletic fields and other recreational facilities.
- Knowledge of safety hazards inherent in the use of facilities assigned to and of necessary precautionary measures.
- Knowledge First Aid, CPR procedures and techniques.
- Ability to communicate clearly and effectively, both orally and in writing and demonstrate the ability to deal courteously and diplomatically with the public and participants.
- Ability to function as a leader while performing own responsibilities.
- Able to multi-task and manage assignments to completion within expected timeframes.
- Reading Skills: Work requires proficient ability to read and interpret manuals, rulebooks, contracts, professional publication, and other documents related to job responsibility.
- Writing and Grammar Skills: Work requires proficient ability to write rules and guidelines, letters, forms, flyers, and reports.
- Math Skills: Work requires proficient ability to perform math calculations such as addition, subtraction, multiplication, division, fractions, percentages, ratios, and some algebraic operations and relationships.
- Computer Skills: Work requires proficiency in word processing, spreadsheet, some graphic design, internet and email use, and scheduling programs / software. Work requires the ability to be trained in some basic website design and management in order to maintain the departmental website and social media page.
- **Closing date January 29, 2021 5:00pm.**

Applications can be sent to **Ms. Trish Perry, Human Resources Manager, 1517 Tombras Avenue, East Ridge, TN 37412** tperry@eastridgetn.gov . No phone calls please. The City of East Ridge is an Equal Opportunity Employer

Supervisor: Athletics Supervisor and Parks and Recreation Director

Hours of job: Normal hours 10:00am – 7:00pm (1 hour lunch), however; employee must be willing to work a variable schedule (nights/weekends) when necessary.

Employee Acknowledgement:

Employee Signature

Date

Supervisor

Date