



COORDINATOR I, ASSISTANT ATHLETICS

FLSA Status: Non-Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs responsible professional work helping plan, organize and direct a variety of youth and adult athletic programs; does related work as required. Work is performed under general supervision. Supervision is exercised over all program personnel.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, walking, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting with the planning, organizing and supervising of athletic events; maintaining records and files; preparing reports.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Assists in planning, organizing and promoting athletic events and leagues for various age groups; finds sponsors and coaches for all youth teams; prepares schedule for athletic activities; coordinates availability of playing sites, policies and guidelines for participants in athletic leagues and events;

Assists in recruitment, training, advising and supervising umpires, referees, field supervisors and coaches in rules and proceedings of various sports; supervises employees and volunteers working in support of various sports activities;

Promotes athletic events and leagues through contact with various media and personal appearances before civic and business groups; helps prepare press releases, flyers, posters, etc. for promotional activities; solicits sponsorships for events and league teams through contact with civic and business groups;

Makes periodic observation and evaluation of athletic events and games for quality of competition, proper use of equipment and facilities, and sportsmanship; disciplines participants, as necessary; receives and responds to inquiries, complaints, compliments and other comments from public concerning athletic activities;

Consults with schools on availability of school facilities;

Prepares purchase orders and purchases equipment and supplies;

Marks baseball, softball and soccer fields; mows grass;

Schedules scorekeepers and site supervisors to work at various games;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Must have a valid Virginia Driver's License;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of sports such as baseball, softball, soccer, football and basketball and some knowledge of other sports; thorough knowledge of modern principles and practices of recreation and physical education; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with associates, volunteers, program participants and the general public; ability to prepare technical reports; ability to communicate ideas effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in recreation or related field and some experience in supervising community or group recreation activities and staff.