



COORDINATOR V, ATHLETICS

FLSA Status: Non-Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult professional and responsible administrative work planning, organizing and directing athletic programs; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate 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:

Planning, organizing and supervising athletic events; recruiting and supervising game officials, volunteers and coaches; 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.)

Plans, organizes and directs a comprehensive athletics program for all age groups;

Recruits, trains and supervises game officials, referees, coaches and field supervisors in support of teams and games;

Verifies, by on site evaluation, that all aspects of athletic play are meeting goals set by department including, field preparation, sportsmanship, use of equipment and facilities, safety and competition;

Prepares schedules for athletic activities, coordinating the availability of playing sites; prepares rules, policies and guidelines for participants; supervises allocation of facilities and equipment;

Plans, organizes and promotes athletic programs;

Works closely with public schools, County residents and organizations on sports programs;

Inspects all recreation facilities and equipment periodically to determine maintenance needs; relays needs to maintenance department; makes minor repairs to equipment;

Maintains athletic equipment, including researching prices, purchasing, inventory and distribution;

Prepares and recommends budget for athletic program;

Coordinates field use/rental with outside organizations for tournaments on a local, state and national level;

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:

Thorough 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 community officials, associates, volunteer groups, 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 considerable experience in supervising community or group recreation activities and staff.