

JEFFERSON PARKS & RECREATION CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: ATHLETIC COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to plan, develop, supervise and evaluate programs for the Parks and Recreation Department for all age groups of the City of Jefferson community. This position reports to the Director.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Plans, develops, supervises, and evaluates programs for the community; writes, revises and updates programs to meet community needs.

Recruits, recommends for hire, supervises, trains and evaluates temporary/seasonal employees, contract labor, volunteers and interns as they relate to programs and special events; handles all related concerns, directs work assignments, and evaluates assigned employee performance.

Coordinates volunteer needs, recruitment and training; plans and implements the required coaches' certification program for volunteer coaches; schedules and coordinates clinic with school system coaches.

Prepares facility for programs and special events by coordinating maintenance; security needs and related concerns.

Manages the operation and rental of assigned facilities; schedules the use of facility by other divisions, departments and community organizations.

Instructs classes and/or conducts division programs where necessary and plans/directs auxiliary programs throughout the department to integrate services.

Plans, develops and supervises athletic programs and tournaments for youth and adults.

Maintains inventory of supplies and equipment for programs and events.

Prepares annual budget proposal for division programs and assists with the development of the overall division budget proposal.

Assists with the management of daily operations of the facility; enforces facility rules and regulations.

Coordinates program publicity and/or promotional information.

Serves as community resource person in programming and special events; serves as a liaison to user groups and other outside agencies as assigned.

Maintains a current knowledge and awareness of principles, practices, regulations and procedures of the Park and Recreation department; maintains an awareness of new trends and advances in the profession.

Jefferson Parks & Recreation • Athletic Coordinator

Adheres to all county Safety Policies and Procedures; utilizes precautionary safety equipment and monitors work environment to ensure safety of employees and other individuals.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Recreation Administration, Sports Management, or closely related field; supplemented by one (1) to two (2) years previous experience and/or training that includes recreational program administration and/or athletic field preparation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must be flexible to work an inconsistent schedule involving evening, weekend and/or holiday work. Must be certified in CPR and First Aid or complete certification within the first 6 months of hire. Previous supervisory experience preferred. Must possess and maintain a valid Georgia driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Human Interaction: Requires the ability to speak and/or signal people to convey or exchange information for the purpose of clarifying details within well-established policies, procedures and standards and including giving/receiving assignments and/or directions. Requires constant public contact therefore excellent inter-personal relationship skills are needed. Must be adaptable to perform under moderate stress when confronted with an emergency

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions. Must be able to operate a utility vehicle, small motorized equipment and field preparation equipment.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information. Requires the ability to read and/or prepare a variety of reports, forms, letters, memoranda and informational documentation, directions, instructions, and methods and procedures. Requires the ability to speak to people with poise, voice control and confidence.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action. Requires the ability to inspect items for proper length, width, and shape, visually.

Situational Reasoning: Requires the ability to learn and understand basic principles and techniques, to acquire and be able to expound on knowledge of topics related to primary occupation, and to make independent judgement in the absence of management.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (50-70 pounds). Must be able to perform manual labor tasks with physical demand requirements at a level of highly energetic work. Must be able to coordinate hands and eyes in using automated field equipment. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have maximum levels of eye/hand/foot coordination.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, toxic agents, disease, or pathogenic substances. Must be physically fit and able to work outdoors, sometimes during inclement weather conditions.

Applications may be submitted online to careers@cityofjeffersonga.com, or to Jefferson City Hall, located at 147 Athens Street, Jefferson, GA 30549. Resumes will not be accepted in lieu of applications, but may be attached.

The City of Jefferson is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.