



JOB DESCRIPTION

SPORTS COORDINATOR/ SENIOR SPORTS COORDINATOR

DEFINITION

Under general supervision of the Recreation Supervisor, plans, organizes, coordinates, and provides direction and oversight for multiple recreation programs and facilities; supervises programs which may include: youth sports, adult sports, summer programs, special interest classes, and community events; provides administrative support and assistance to the Recreation Supervisor and Community Services Administrator; fosters cooperative working relationships with various public and private groups; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Sports Coordinator: This is an entry level class in the Sports Coordinator series. Initially under close supervision, incumbents perform routine functions related to the coordination of youth and adult sports programs and assisting with other Recreation Department events and activities. Responsibilities include coordinating on going day-to-day sports activities and preparing for upcoming leagues and camps. As knowledge and work becomes broader in scope, assignments are more varied and are performed under more general direction. This class is alternately staffed with Senior Sports Coordinator and incumbents may advance to the higher-level class after gaining the knowledge, skills, and expertise that meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

Senior Sports Coordinator: The Senior Sports Coordinator is the lead or specialist level class in the series, although some positions may provide direct supervision for a small proportion of the time. The Senior Sports Coordinator is distinguished from the Sports Coordinator classification in that the former has greater responsibility, autonomy, and discretion in planning and implementing a wide variety of sports program and sports facility tasks. Incumbents in the Senior Sports Coordinator class have day-to-day oversight and responsibility for major sports programs, complete responsibility with part-time staffing and higher level authority with sports facility projects.

EXAMPLES OF DUTIES:

(These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.) **(E) Essential Duty; (M) Major Portion of Time**

- Responsibilities include planning, scheduling, and directing recreation program operations, activities, and services in a timely manner, and performing a wide variety of tasks in the operations and activities of one or more recreation program and/or facility. (E, M)
- Proficiently operates computer and software programs in the design, preparation, and distribution of Community Services publicity, including press releases, flyers, and printed schedules. (E, M)
- Promotes interest and participation in sports through public relations and informational programs. (E)
- Administration of the youth and adult sports and recreation classes, including processing registration forms and accepting fees. (E, M)
- Recruitment, selection, training and supervision of seasonal personnel. (E, M)
- Recruits, trains, evaluates and supervises part-time personnel, sports officials and volunteers. (E, M)
- Responds to citizen inquiries and requests for information. (E)
- Oversee all aspects of risk management, safety and welfare of facilities and sports participants. (E, M)
- Actively researches new sports programs and sponsors, and develops ways to contact and obtain the appropriate coaches and assistants. (E, M)

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- Orders supplies and maintains inventory. (E)
- Assists in the implementation of the Summer Concert Series, Ukiah Country Pumpkinfest and other Community Services programs and activities as assigned. (E)
- Makes presentations to community organizations and groups. (E)
- Works flexible hours, including weekends, evenings, and holidays. (E, M)
- Performs related duties as assigned. (E)

Knowledge of:

- Principles, procedures, and requirements used in developing and administering a coordinated community sports program adapted to the particular needs of the community, including youth and cultural activities.
- Modern office procedures, methods, and computer equipment.
- Business letter writing and basic report preparation.
- Basic theory and philosophy of recreation and its application to individual and group behavior; Policies, rules and regulations governing the conduct and safety of persons involved in recreation activities.
- Public relations principles and techniques.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative relationships with the general public and those contacted in the course of work.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Work well independently.
- Work well in a fast-paced, often hectic environment, and meet established deadlines.
- Generate support and enthusiasm of leaders, participants, groups, and agencies in recreation programs.
- Direct and implement recreation programs suited to the needs of the community.
- Perform responsible and difficult work involving the use of independent judgment and personal initiative.
- Coordinate and compile information and statistics into complete, clear, and concise records and reports.
- Operate and use a computer and appropriate software programs for long periods of time.
- Provide support for senior Recreation staff.
- Lift 50 pounds.
- Working schedule may require irregular hours, various shifts, weekends, holidays and/or on-call status.

Experience and Education:

For the Sports Coordinator:

Any combination of education and experience that is equivalent to graduation from high school. Work experience and/or college course work in Recreation or related field preferred. Experience with PC based applications including Microsoft Office programs, website updating, social media platforms and Adobe suite desktop publishing programs preferred.

For the Senior Sports Coordinator:

Qualification for this class includes a combination of six (6) years education and experience. The preferred path toward gaining the required education and experience is the equivalent to a Bachelor's Degree in Recreation Administration or a related field with two years of experience in recreation program coordination, sports facility management, seasonal staff supervision, and/ or special event experience. An alternate manner of gaining requisite education and experience is possessing the equivalent of an associate's degree with major coursework described above with four years of increasingly responsible work experience in the recreation field.

Necessary Special Requirement:

- Possession of a valid Class C California Driver's license.
- CPR for infant, child and adult and standard first aid certificate must be obtained within first 6 months of employment.