



Job Posting

Job title

Part Time Athletic Assistant

City/Town of

City of Simpsonville

Employee status

Part Time

Job duties

- Help recruiting, organizing, policing, and training of volunteers. To include but not limited to; coaches, officials, scorekeepers, etc.
- Aid in registering participants and organizing them into leagues and teams by conducting player evaluations and drafts to promote parity.
- Aid with creating and managing league practice and game schedules.
- Help staff develop and evaluate playing rules and guidelines for each program and implement and conduct methods to instruct coaches and officials of these rules and their intent.
- Act as site supervisor and first line security to ensure the integrity of our facility and program's interests are protected.
- Cover the Recreation Office at the Activity Center as needed to include but not limited to: taking rentals, answering questions and helping distribute information about programs and facilities and simple housekeeping as needed.
- Handle and/or help to solve parents', coach's or any citizens' concerns, issues or problems in a timely and professional manner.
- Completing any paperwork involved with, or essential to maintaining any sanctioning we may need to facilitate our leagues and programs.
- General computer work to include, but not limited to: Database (Microsoft Access) creation and participant entry and analysis, Spreadsheet reports (Microsoft Excel), update our website as needed), create flyers and information (Microsoft Word/Publisher), online registration system, and other means of communication through digital platforms as needed.
- Work in cooperation with other athletic departments and leagues and their officials to broaden and improve our leagues and programs where needed.
- Perform any tasks or duties assigned by supervisor in a timely and professional manner.
- Provide support as needed to any non-athletic, Recreation Department program or event as directed by Supervisor.

How to apply

Complete the Application for Employment at <https://www.simpsonville.com/jobs>

Deadline

December 31, 2022

EOE Disclaimer

The City of Simpsonville 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.

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