

## **Part Time Athletic Assistant**

### **Job Summary:**

To help staff facilitate, organize, and provide for the athletic programs that fall under the Simpsonville Parks & Recreation Department.

### **Duties to include, but not limited to:**

- **Athletic Programs**
  - 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.