Classification Specification

Classification Title: ATHLETICS COORDINATOR
Pay Grade: 6 FLSA: NON-EXEMPT

Purpose of Classification:

The purpose of this classification is to coordinate assigned adult and youth sports programs and leagues and to assist with other athletic events and activities.

Distinguishing Characteristics: This is a single-level classification.

Essential Functions:

The following duties are typical for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Leads and coordinates daily work activities of assigned staff: confers with supervisor to obtain direction regarding work assignments and priorities; creates and distributes work schedules; organizes tasks to complete assigned work; monitors status of work in progress and inspects completed work; confers with co-workers; assists with complex/problem situations and provides technical expertise; assists with training and instructing co-workers regarding operational procedures and proper use of equipment; and assists with supervision of co-workers by reporting employee problems and providing input on disciplinary action and employee performance evaluations.

Coordinates and administers athletic leagues and programs: assists in establishing and distributing schedules, including dates, times, and locations of practices, games, and events; assigns facilities, courts, and fields; coordinates online registration; processes registration documentation and fees; and maintains related documentation and reports.

Maintains inventory of sports equipment and supplies: purchases required athletic supplies according to established budgetary parameters; ensures proper maintenance and storage of all equipment and supplies; and maintains inventory records.

Recruits and supervises volunteer coaches and officials for athletic leagues and games: provides information and answers questions regarding game, leagues, and facility rules and regulations; facilitates coaches' meetings; assigns teams and games; prepares and distributes schedules; and maintains related records and reports.

Ensures the maintenance and preparation of athletic fields and facilities for assigned leagues and programs,

race and special event rentals, and other activities as assigned: inspects fields and facilities; monitors weather and field conditions and determines closures; and communicates with maintenance personnel regarding field and facility preparation, maintenance, and repair needs.

Ensures the maintenance and preparation of athletic fields and facilities for leagues, programs, special event rentals, and other activities as assigned: inspects fields and facilities; monitors weather and field conditions and determines closures; and communicates with maintenance personnel regarding field and facility preparation, maintenance, and repair needs.

Performs general customer service and administrative duties: receives and responds to inquiries, concerns, and complaints of citizens regarding programs, policies, and/or personnel; attends meetings; assists customers; answers the telephone; prepares reports and correspondence; copies and files documents; enters computer data, etc.

Processes various documentation related to department or division operations within designated timeframes and according to established procedures: prepares, completes, receives, reviews, processes, forwards, or retains, as appropriate, a variety of forms, reports, registrations, schedules, team lists, and other documentation; compiles data for further processing or use in preparation of department reports; and maintains computerized and/or hardcopy records.

Communicates with supervisor, City employees, sports associations, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Operates a variety of equipment as needed to perform essential functions: operates personal computer to enter, retrieve, review, or modify data using word processing, spreadsheet, database, Internet, e-mail, accounting, or other software; drives golf cart; operates scoreboard, field equipment, and audiovisual equipment; and utilizes general office or other equipment as needed to perform essential functions.

Minimum Qualifications:

High school diploma or GED required; supplemented by two (2) years of experience in recreation or athletics programming and administration; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid South Carolina driver's license.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or

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control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

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 apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert moderate, though not constant, physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (12-20 pounds).

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

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

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

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