



JOB POSTING – ATHLETIC COORDINATOR (FULL-TIME)

Job Summary

Assist in the coordination of the departments athletic and sports program.

Examples of work performed: Supervises temporary seasonal workers and scorekeepers, hires, schedules, trains and oversees workers; monitors and orders concessions, facility and equipment supplies as needed. Monitors weather conditions and directs closing of facilities in case of inclement weather; monitors athletic facilities, resolves solutions to any problems identified. Processes the registration and scheduling of all athletic activities, including leagues, camps, special events and tournaments. Maintains all league records and registration information. Collects and maintain accounts for all fees and charges relating to the athletic programs, assists in the planning and coordination of all instructional and educational seminars, including clinics. Assist in recruiting coaches for all supervised leagues. Publicizes all aspects of athletic programs. Performs related duties as assigned.

Required knowledge and abilities

Knowledge of ball field and gymnasium operations and maintenance procedures

Knowledge of sports rules and regulations including softball, baseball, T-Ball, basketball, soccer, volleyball, badminton and other indoor and outdoor sports

Ability to communicate effectively orally and in writing

Ability to maintain records and accurately prepare reports

Requires ability to work a flexible extended hours including nights and weekends

Ability to use scheduling software

Ability to accurately account for money balance and reconcile drawer

Ability to maintain effective working relationship with the public and co-workers