

## SPORTS COORDINATOR Pulaski County

**Department:** Parks & Recreation

**Supervision Exercised:** Supervision of all subordinate full and part-time staff as well as volunteers involved in the County of Pulaski recreational sports sponsored programs.

**Supervision Received:** Under the supervision of the Director of Recreation.

**Classification (FLSA):** Non-Exempt          Full time – Forty (40) hours/week

**Job Summary:** The Sports Coordinator is responsible for overseeing the planning, promotion, organization, and administration of the sports programs in Pulaski County in conjunction with the Director of Recreation. (Service areas mainly include: Dublin, Pulaski, Draper, Fairlawn, Belspring, Parrott, Snowville, Hiwassee, Allisonia)

### **Essential Functions:**

- Position requires physical presence on the job
- Identify and meet the sports needs of the citizens in the community
- Recruit and assign officials/referees as well as any part time staff needed for games and practices
- Prepares schedules and assignments for recreation staff
- Prepares the game and practice schedules for each seasonal sport
- Returns calls and public inquiries via email and/or phone
- Meets personally with the public regarding inquiries and/or resolving conflict
- Assists with regular mandatory coaches meetings/trainings for volunteers of sports teams
- Conducts regular team selection (draft) meetings prior to each sport with volunteers to ensure teams are as fair and equitable as possible
- Ensures the properly eligibility of participants in each respective sport/league based on stated age criteria
- Maintains a system and inventory of background checks of all volunteers and staff
- Ensures proper paperwork associated with all paid staff and volunteers are complete and submitted to Human Resources for proper preparation and filing
- Maintain and develop a system of inventory for equipment storage and distribution
- Assist in the development of short and long range planning for a comprehensive recreation program
- Coordinates facility usage and programs with departmental and school system staff
- Coordinates facility usage and tournaments with other agencies or organizations utilizing county property
- Provides for risk management practices; ensures all safety rules, regulations and procedures are followed; ensures employees are trained in safety procedures
- Meets with participants in community meetings and serves as liaison for partner organizations
- Assists in the management of the annual budget for the recreation department and events
- Approves purchases of supplies and operating inventory for recreation programs
- Performs public relation duties; responds to complaints; handles departmental rule enforcement; prepares news releases, development and dissemination of informational flyers, or other publicity on recreation activities
- Ensures department web pages and social media outlets are updated and maintained in conjunction with the county webmaster

## SPORTS COORDINATOR Pulaski County

- Flexible work schedule with availability to work evenings and/or weekends in accordance with business needs
- Assists the maintenance technicians, on occasion, with field preparations, manual labor, and other duties requiring physical exertion
- Operates hand held or mechanically driven equipment on occasion
- Ability to work cordially and professionally with staff members and the general public
- Must possess strong communication skills
- Must have general knowledge of budgeting, planning, and coordinating sports involving youth and adults
- Must be prompt at returning phone calls, emails, and conducting personal visits
- Must possess the ability to resolve conflict and problem solve
- Ability to be professional, alert, courteous, and tactful with others
- Knowledge of general emergency and safety procedures
- Ability to follow directions, arrive to work on time, and perform duties in specified time frame
- Ability to supervise and manage individuals in large settings
- Must be willing to work evenings and weekends during certain times of the year as dictated by a specific sport
- Must be certified in CPR and First Aid
- Must have a valid driver's permit

**Environment:** This job operates in a professional capacity at all times. Work is performed under various conditions (cold, heat, rain, etc.).

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. The position also requires frequent bending, stooping, standing, walking, reaching and carrying items weighing up to 50 pounds. The position also requires constant use of the visual and auditory senses.

**Education & Experience:** A Bachelor's Degree in Parks and Recreation, Sports Management or related field is preferred. Must have experience working with organizing sports programs, working with the general public, and possess a strong set of organizational skills. Work must be performed at various sites and is not conducive of a work from home environment.

### **I. Professionalism and Confidentiality: Abide by all County policies and procedures**

- Understand and consistently implement all County policies and procedures
- Maintain confidentiality with all vendors and employee transactions and activities
- Share knowledge and assist other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

### **II. Training and Job Development: Responsible for continuing education development and building proficiency and skills.**

- Develop and set own personal goals for acquiring new skills and job growth
- Participate in or assist with conferences, workshops, webinars and other opportunities to maintain current awareness of County trends for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

**SPORTS COORDINATOR**  
**Pulaski County**

**Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.**

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_