



JOB DESCRIPTION

Title:	Sports Coordinator	Department(s):	Parks and Recreation
Reports to:	Parks and Recreation Director	Location:	312 W Whitewater and various City facilities
FLSA:	Exempt	Pay Grade:	
Shift:	Varied	Status:	Part-Time (20 hrs/week)
Bargaining Unit:	N/A	Date:	December 10, 2012

JOB SUMMARY

Plan, coordinate, administer, supervise and evaluate recreation programs, facilities, and staff including but not limited to youth and adult sports under limited supervision. Assist in planning, organizing and coordinating of implemented activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.

- Develops, plans and implements recreation programs in assigned areas of responsibility for the community.
- Supervises, coordinates, trains, evaluates, and certifies recreation staff in the development and implementation of recreation programs; supervises department activities staff, instructors and volunteers.
- Assists in developing and administering the departmental budgets for program areas of responsibility; monitors budget activities throughout the year.
- Coordinates programs and activities with input from participants and citizens; responds to public inquiries and complaints; prepares flyers, letters, brochures, calendars and media releases regarding recreation programs and activities for publication and distribution.
- Promotes programs to school and recreation officials, community service groups, other city departments, and the public.
- Responds to questions, comments and complaints from participants and/or the public regarding programs and activities.
- Communicates internally within the department and City regarding program operations and facility scheduling.
- Develops, manages and operates within a cost effective budget for each program that meets the department's policy on program fees.
- Maintains and compiles records and statistics for personnel, programs and activities.
- Assists in managing registration system including but not limited to; registers children for teams, collects fees.
- Solicits volunteers to serve as coaches and conducts education and required training for coaches and officials.
- Schedules games, officials and sites for adult and youth sports; schedules and coordinates tournaments.
- Supervises and conducts classes, workshops, and other activities.

- Assists in planning and management of concessions and related activities including design, layout, operation, inventory, contracting, and staffing.
- Assists in the development and implementation of the Park and Open Space plan.
- Perform a variety of miscellaneous duties such as answer and transfer incoming telephone calls, as well as receive and assist visitors, including answering questions and basic customer relations; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons; running errands; picking up supplies as needed for activities; making arrangements for rental and use of athletic facilities; handle concerns regarding programs or other public services, etc.
- Performs other duties as required.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Assist in the recruitment and selection of part-time and seasonal staff.
- Serve as a member of various committees, as assigned.
- Attend public meetings, as assigned
- Perform other duties, tasks and responsibilities as assigned.
- Purchases, requests, maintains and disseminates equipment to facilities and staff.

SUPERVISION RECEIVED AND/OR EXERCISED

- Parks and Recreation Director is immediate Supervisor. Works collaboratively with Library, WUSD, UWW agencies as necessary.
- Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.
- May supervise volunteers, interns, and or seasonal part-time employees on a limited basis.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- High school diploma or equivalent.
- Desire the equivalent to an Associate's Degree from an accredited school or pursuance of or graduation from a four-year college or university with a degree in recreation, social work, or a closely related field.
- 2 years increasingly responsible related experience, or any equivalent combination of related education and experience, that provides requisite knowledge, skills and abilities for the position.
- Position requires a valid WI drivers license or the ability to obtain.
- Bilingual background in Spanish and certification in CPR and First Aid is desired.

Language Skills

- Ability to communicate orally and in writing with the department director and all staff and volunteers, police department, other city departments, and officials, community groups, Chamber of Commerce, schools, local businesses, media, and the public.
- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.
- Ability to persuade, convince, and/or train others. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such code manuals, City ordinances, directories, State statutes, procedures, guidelines and non-routine correspondence.
- Ability to communicate orally and in writing with City personnel, Department personnel and City residents.

Mathematical Skills

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basic descriptive statistical reports.

Reasoning Ability

- Ability to use functional reasoning in performing influence functions.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation of administrative services, perform duties with a minimum of supervision.

Other Qualifications

- Proficiency in typing, computers and electronic data processing.
- Working knowledge of modern office practices and procedures and Microsoft Office, including Word, Excel, PowerPoint and Access.
- Ability to effectively meet and deal with the public.
- Artistic and creative skills desirable.
- Ability to perform cashier duties accurately.
- Ability to work effectively in cooperation with fellow employees as a member of the administrative staff team.
- Ability to work in and maintain an environment that deals with sensitive and confidential information.
- Valid state driver's license, or ability to obtain one within four (4) months.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision, ability to adjust focus, and the ability to sustain prolonged visual concentration.
- Requires the ability to operate, maneuver and or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other office machines, and or materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as typing and to operate various pieces of office equipment.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, shapes and textures associated with job-related objects, materials and tasks.
- The employee must exert light physical effort in sedentary to light work, occasionally involving lifting, carrying, pushing, pulling, crouching, crawling, kneeling, stooping and or moving up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is moderately quiet.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses limited risk of injury.

The City of Whitewater is an Equal Employment Opportunity. In compliance with the American 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.

