



**Job Title:** Sports Coordinator

**Position:** Full Time, flexible hours nights and weekends

**Department:** Parks & Recreation

**Reports To:** Sports Manager/Director of Parks and Recreation

## **JOB SUMMARY**

Under the general supervision of the Sports Manager/Director of Parks and Recreation, the Sports Coordinator is responsible for the organization of recreation, sports, and outdoor recreation programs and activities offered through the Recreation Department.

## **WORK ENVIRONMENT**

In a fast-paced environment, the Sports Coordinator is expected to supervise, oversee and monitor physical activities that may be strenuous, both indoor and out, in all weather conditions. Lift, carry and manage equipment and supplies and participate in and train others in the rules of sports. The Sports Coordinator will work odd or long hours including nights and weekends at times to complete program responsibilities.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

### **Customer Service**

- Provide friendly, polite and timely customer service to both external and internal customers.
- Handle customer concerns as related to specific programs.
- When needed, registers participants for department activities.

### **Program Support**

- Plans and develops sport and recreation programs to ensure activities and events are made available for all community members.
- Develops program calendar to track publicity strategies, facility reservations, and other reminders pertinent to successful programming.
  - Assesses the recreation requirements of the community and develop new recreation and sports programs.
  - Maintains and improves current recreation and sports programs.
  - Supervises, teaches and coach a variety of on-site recreational activities, as directed.
  - Recruits, trains and supervises coaches, athletic field part-time, seasonal and contractual employees, as directed.

- Enforces safety and operating procedures and maintenance needs including compliance with health and safety standards and building codes for volunteer coaches and contractual employees.
  - Assists in developing part-time, contractual and seasonal employee work schedule.
- Assists in monitoring the day-to-day operations of programs and events, including site visits, handling and resolving complaints and ensuring programs and events have required materials and supplies.

#### **Informational Releases**

- Coordinates and distributes departmental press releases to appropriate entities.
- Updates materials for informational packets needed for adult and youth sports manager's meetings.
- Posts, as directed, to departmental social media.

#### **Financial Responsibilities**

- Prepares program summaries to reconcile fees, expenses, provide fiscal year budget comparisons and comments from supervisors.
- Assists in tracking fiscal year-end deferred use fees and expenses.
- Prepares athletic field rental invoices.
- Assists with the department's yearly budget process.
- Responsible to operate all programs within department budget guidelines and City's purchasing code.
- Submits program supplies invoices to Purchasing Agent in a timely fashion.

#### **Other Responsibilities**

- Participates in the department meetings to assist in the development, recommendation and implementation of goals, objectives, policies, procedures and work standards for the assigned recreation area(s).
- Maintains and coordinates activities at the athletic field complex.
- Assists Recreation Administrator with capital improvements plan for the athletic field complex.
- All other assignments as requested.

### **QUALIFICATIONS**

**Education:** The job requires a High School diploma and knowledge in recreation, physical education, leisure services or a related field is strongly desired.

**Experience:** One to three years of experience within a parks and recreation agency preferred. This experience should include part-time and/or volunteer recreation work.

#### **Other Knowledge, Skills and Abilities**

- Knowledge of recreation, sport and leisure program administration, including the rules governing each sport offered by the department is required.

- Must be able to demonstrate team leadership and management skills.
- Must be able to demonstrate effective communication skills; verbal, listening and written.
- Must be able to demonstrate time management and stress management skills.
- Computer skills, and ability to learn CivicRec Software, are required.
- The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

## **CERTIFICATION OR LICENSURE**

Must possess and maintain a valid Louisiana driver's license.

## **SPECIAL CONSIDERATIONS:**

- The job occasionally requires heavy physical exertion in connection with setting up, lifting and moving equipment and supplies.
- Incumbent must be willing to work a flexible schedule to include evening, weekend, and overtime hours as needed to accommodate the Department's
- schedule.

## **ABOUT US**

St. Julien Park is a family park designed to provide first class recreational experiences to residents. It is a premium, state-of-the-art, multi-use facility capable of enticing large sports and entertainment events, which will provide a tremendous economic impact in the local community and surrounding businesses.