

ADULT SPORTS COORDINATOR

Job Summary:

Under general supervision of the Recreation Program Manager, to perform specialized professional work in recreation in the area of adult sports programs.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plans, organizes, and supervises a variety of adult sports programs.
2. Reports on public response to existing programs, including information regarding attendance, schedules, expenditures, utilization of supplies and equipment.
3. May recommend and implement new recreation programs/adult sports.
4. Enforces rules and regulations to assure the safety and welfare of participants.
5. Assists in budget preparation and monitors recreation budget expenditures in specified areas.
6. Drafts promotional materials, correspondence, reports and training materials.
7. Provides information to and consults with the public.
8. Collects fees, prepares financial recordkeeping forms, and remits monies collected to the Treasurer's office pursuant to City policies and procedures.
9. Orders and distributes equipment and supplies for each sports season; maintains inventory records for all sports equipment distributed to 12 facilities.
10. Recruits, hires, trains, schedules, supervises and evaluates seasonal part-time employees.
11. Organizes and coordinates the scheduling of year round adult leagues and/or tournaments.
12. Promotes participation to generate revenue; monitors and maintains registration records of participants in all adult sports programs.
13. Attends various meetings and training seminars.
14. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Associates degree in recreation or related field and two (2) years of full-time, paid experience in recreation which must include adult sports. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Methods and techniques of developing and organizing adult sports leagues and tournaments.
- Rules, practices, and equipment used in adult sports activities.
- Principles of supervision, training, and evaluation.
- Programs' goals and objectives.

Knowledge of:

- Program organization and development techniques.
- Community resources, needs, and limitations.
- Basic budgeting practices and procedures.
- Basic purchasing practices and contract administration.
- City organization, operations, policies, and objectives.
- Personal computer software and hardware.
- Office practices and procedures.
- General recordkeeping practices.
- Interpersonal skills, using tact, patience and courtesy.
- Cash/payment receipt procedures.

Skill and/or Ability to:

- Implement specialized recreational activities and evaluate community needs.
- Work weekends and evenings.
- Establish and maintain effective working relationship with others.
- Train, supervise, and evaluate staff.
- Develop promotional strategies, techniques, and materials used in attracting the public.
- Interpret, apply, and explain related rules, policies, and procedures.
- Maintain accurate records and prepare clear and concise reports.
- Identify and analyze problems and take effective corrective action.
- Effectively communicate orally and in writing.
- Operate computers and related software.
- Apply first aid and CPR.

License and Certificates:

Possession of valid California Class C driver's license. Employee in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program, which confirms possession of a valid driver's license and reflects driving record. Possession of valid Red Cross standard certificates in First Aid and CPR.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stand, walk, stoop, kneel, crouch, reach and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing and/or pulling which does not exceed 20 pounds and is an infrequent aspect of the job.
- Required to work evenings and weekends.
- Is subject to inside and outside environmental conditions.
- May be required to use city and/or personal vehicle in the course of employment.