

City of Seward
Job Description
Sports & Recreation Coordinator



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| Range: | 10 - 12 | Salary: | |
| Department: | Parks and Recreation | Approved by: | |
| Reports to: | Parks & Rec Director | Date: | |
| Supervises: | Seasonal Program Aides & Trainees, volunteers and independent contractors. | | |
| Position: | Regular, Full-Time | | |

Summary:

This position is responsible for the front line management of the Sports & Recreation Division programs within an aggressive, two-year training program. Develops program concepts, plans activities, assists in marketing and coordinates programs such as gymnasium activities, weight room programs, racquetball events or leagues, adult sports leagues and tournaments (including basketball, volleyball, wallyball, softball), youth sports leagues (including basketball, soccer, roller or floor hockey), races and events. Also coordinates and assists with Special Events and programs such as pumpkin prowl, diaper derby, summer luau pet show, Bike Safety Rodeo, etc... Programs recreation and seasonal classes for youth, teens and adults such as arts and crafts, Wii Bowling, field trips, yoga and karate or dance. Will cross-train within the Teen & Youth Center and Rec Room Division, and may cross-train with Parks Maintenance & Campgrounds Divisions.

Essential Duties and Responsibilities:

Serves as the team leader for the S&R Division, including responsibilities such as facility management of the rented space; responsible for assets (weight room equipment, sporting supplies, crafts supplies, race equipment); Notifies building owner for minor and major building or equipment repairs.

Serves as SPRD's "office manager" for S&R activities in rented space, and coordinates or supervises software upgrades, computer file back-ups, orders and tracks inventories, disposable supplies, etc... Files reports such as attendance, revenues collection, expenses and similar. Liaises with partners regarding building security, internal systems, inventories and custodial concerns. Under the supervision of the parks and recreation Director, maintains and files accurate records and submits as needed: attendance, revenues, incidents and accident reports, room use requests, monthly reports, expenditures, vandalism &/or theft reports, etc... DOPAR with space rent negotiations. Submits budget proposals and assists with the maintenance of the Division's biennial budget.

Serves as league commissioner for adult sports leagues, providing such duties as: team and team manager recruitment; appropriate collection of team fees, rosters and waivers; contracting of league sports officials, their payment and record-keeping; creating leagues schedules, setting field or gym practice or game schedules, noting win/loss standings; creating, tracking and presenting individual league expense and revenue budgets; ordering and presenting prizes and league awards.

Received: _____ Approved: _____

Employee: _____ Dept Head _____ Personnel _____ City Manager _____

Serves as Race Coordinator for the Pink Cheeks Triathlon, Exit Glacier Race, Bear Bell Run for Kids and other races. Serves as SPRD team expert on all race equipment and software; including Winning Time and Run Score chip timing system.

Handles requests, invoices, receipts and thank you letters for sponsors of races, tournaments and events. Serves as a first-face-contact, representing the City and SPRD to VIP sponsors, and improves and retains positive relationships.

Create tourney boards for various styles of tourneys or leagues. Posts and tracks progress per procedures in hard-copy and electronic versions.

Provides leadership and direct supervision of youth programs and activities. Assesses, analyzes and recommends actions on recreational and leisure needs of youth. With training, must be able to identify risk behaviors and needs, to be able to make appropriate references to social services. Able to discern when legal intervention is required versus normal discipline. Enforces State of Alaska's requirements for "Drug-Free Zone."

Works with the DOPAR to develop short-term and long-term goals for the Sports & Recreation Division. Establishes, edits and enforces department rules, guidelines and regulations, and presents them in an appropriate format for subordinate staff and participants.

Promotes programs, events and activities by composing and forwarding media releases, designing and distributing fliers, quarterly brochures, league announcements, hand-out ads and Internet advertisements including City's website and approved social media. Works with local schools to promote Sports & Recreation's activities, leagues and programs.

Assists DOPAR and SPRD team in establishing, coordinating and maintaining a network of volunteers, including youth, teens and adults. May provide direct training to volunteer coaches on such aspects as: setting up a team practice; basic rules of the specific sport; safety guidelines; and appropriate interaction with youth.

Coordinates and schedules officials, which may include verifying certification, training and/or hosting training, and encouraging or fostering development.

Manages fund-raising events from idea conception, through event, evaluation, book keeping and final payments.

Works cooperatively with recreation and parks staff and reports progress and projects at meetings. Plans and coordinates programs in order to fully utilize Sports & Rec and/or off-site recreation facilities.

Responsible for City & OSHA safety compliance for the S&R division including the Monthly Safety Checklist, updating PADS, (MSDS) and SDS sheets and the Hazard Communication Plan, leading monthly staff safety meetings and training, executing monthly fire drills during program hours,

testing AED, first aid station and mobile first aid pack stocking and inventory for off-site programs.

Performs other related duties as assigned.

Supervisory Responsibilities:

Serves as the “lead” team member and/or supervisor of Sports & Recreation Division staff. Responsible for staff evaluations for the S&R Division. Makes recommendations on the development, discipline and evaluation of subordinate paid and non-paid staff or volunteers.

Qualification Requirements:

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 general education degree (GED) required. Two years of general college courses desirable. Two years’ experience working with and supervising youth in an educational or recreational setting. Multiple year personal or professional experience with sports leagues, tournaments and special event coordinating. One year experience working with the public. Experience supervising staff. Previous coaching experience, desired. Experience in handling money, making change, writing receipts, depositing funds and simple report writing. Experience with a variety of software and hardwares. Experience marketing and advertising and social media.

Progressive Development:

Each year on the Sports and Recreation Coordinator’s anniversary date, the employee will be evaluated not only on his/her performance, but also on their professional development. The Parks and Recreation Director shall determine if the employee has received the required training and experience to advance from a range 10 to an 11, then from a range 11 to a 12. After the employee reaches a range 11, he/she shall remain at that range and receive annual step increases, if earned, in the regular sequence. If it is determined that the employee has not progressed to the next level, but has shown above satisfactory performance, he/she will be granted the regular merit increase of one step.

To progress to a range 11, the employee **must** successfully 1. Recruit an annual sponsor for a current or new, annual program or event, and 2. Facilitate at least one Safety presentation for SPRD’s monthly Leadership and Safety meeting, and 3. Create and hold a successful new, annual program or event for the Sports and Recreation Division or: A. Lead a “Youth Sports” presentation at a Seward School Assembly, or B. present a topic at one SPRD Annual Leadership In-service, or C. develop one long-term and one short-term goal for the Sports and Recreation Division, or D. attend one Alaska Recreation & Park Association Conference.

To progress to a range 12, the employee must successfully 1. Become certified officiating in USAVB, ASA Softball or ASSA Basketball and officiate an agreed upon number of

games/matches during Competitive League, 2. obtain and maintain a Red Cross Emergency Shelter Management training card, In addition must complete two of: A. lead a program session relating to the Sports and Recreation field at an Alaska Recreation & Park Association event, B. submit Press Releases and SPRD Event Report forms on each Special Program, within one week of completion: Wells Fargo JumpOff, Cupid's Cup, Breeze Inn Avalanche, UYBL Tourney, TelAlaska Spring Classic, Polar Bear Pink Cheeks, Exit Glacier, Bear Bell Run, Soccer Play Day, Softball League, the fall race and 2x2 or 3x3 Summer Basketball Tourney. Note: If SPRD cancels the event, the S&RC will not be held accountable for that event evaluation; C. exhibit proficiency in the Run Time and Winning Time Chip Timing System and operate the system for all SPRD races.

Language Skills:

Ability to read, analyze and interpret general business periodicals, game and sports rules books, professional journals, technical procedures and governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information such as race results and event announcements and respond to questions and feedback from groups of managers, clients, customers and the general public.

Mathematical Skills:

Ability to add and subtract six digit numbers and to multiply and divide. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of algebra and geometry. Ability to learn and master a variety of softwares and race, template programming. Ability to add, subtract and divide in Base 60 (to complete triathlon results by hand, if needed.)

Reasoning Ability:

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form, and deal with several abstract and concrete variables.

Other Skills and Abilities:

Knowledge of principles and objectives of public recreation; knowledge of various tournament formats and league scheduling; basic rules knowledge of SPRD's core sports (basketball, soccer, volleyball and softball); knowledge of activities comprising a community recreation program; facilities and equipment needed in a broad, recreational, youth program; human behavior, mental and physical hygiene as applied to recreational activities. Ability to compile and confirm race results.

Possession of or ability to obtain a valid State of Alaska driver's license.

Ability to obtain Cardio Pulmonary Resuscitation (CPR) certification and First Aide certification if offered or required by Seward Parks and Recreation.

Ability to pass requisite federal, state and local on-line computer training and retain knowledge from the City's two-week Safety Checklist which includes, but is not limited to: Incident Command

System (ICS); Emergency Action Plan (EAP); Hazard Communication / Globally Harmonized System Training (GHS); and the Occupation and Safety Hazard Agency's (OSHA) Safety Data Sheets (SDS), Personal Protective Equipment (PPE), and Blood Borne Pathogen Awareness (BBP).

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 regularly required to sit, talk and hear. The physical demands described here are representative of those that must be met by an employee to successfully perform 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 regularly required to sit, talk and hear.

The employee is frequently required to walk, stand and reach with hands. The employee is regularly required to use hands to type, handle or feel objects, tools and supplies; and to frequently stoop, stretch, climb, bend, lift, kneel, or crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

The employee must regularly lift and/or move up to 15 pounds, frequently lift and move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Public Relations:

Public relations will be an integral part of each employee's job. Employees will be courteous, helpful and conduct themselves in a manner which is appropriate for an employee in public service.

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. While performing the duties of this job, the employee occasionally works in outside weather conditions including cold, snow, wind, rain, heat.

Within the work environment, employees will be subjected to reports and conversations from participants reporting such issues as: physical or emotional abuse reports, concerns about sexual activity, social or mental stresses, and drug and alcohol uses and abuses. The employee must be able to deal with confidential matters and handle the stress accompanied with such knowledge.

Works a variety of schedules including occasional early morning, frequent later evening, regular weekend and rare holiday shifts.

The noise level in the work environment is medium to high, rarely low, with frequently prolonged medium to high periods of time.

Revised 8/16 by kjes; scored by Wage Com 2015