

ASSISTANT ATHLETICS ACTIVITIES MANAGER

Position Code: 2100

WC Code: 9102

FLSA Status: Non-Exempt

Pay Grade: 348 (\$34,251 - \$53,567)

Location: Recreation

Approval Date: 2010

General Statement of Duties

Assists in planning, coordination, and supervision of a variety of athletic activities.

Distinguishing Features of the Class

An employee in this class assists the Manager in planning, coordinating, and supervising a variety of athletic programs for the citizens of the community and park maintenance. Work involves scheduling activities and events, and contact with participants, coaches, and officiating personnel. Work includes organizing athletic activities, leagues, recruiting and supervising coaches, officials, and participants; publicizing program activities; and supervising the successful implementation of such programs. Employee assists in ordering equipment and supplies and maintaining the safety of activities. Work is performed in accordance with departmental rules and policies and requires judgmental discretion in the application and interpretation of programs, game rules, and procedures. Employee is subject to hazards in parks and recreation including working work in both inside and outside environments, in extreme hot and cold weather. Duties may expose the employee to human body fluids, thus the work is subject to OSHA regulations on blood borne pathogens. Work is performed under the general supervision of the Athletic Activities Manager, and is evaluated in terms of program effectiveness, through observation and discussions surrounding public acceptance.

Duties and Responsibilities

Assists the Manager in planning for new and implementation of on-going athletic programs, leagues and events for various age groups including such programs as baseball, basketball and tennis.

Helps to organize league teams, arranges schedules and tournaments; sets up necessary facilities; attends games and supervises activities to ensure quality competition and good sportsmanship conduct, and the proper use of equipment and facilities.

Assists with scheduling umpires, scorekeepers and other game officials.

Recruits, and assists with training and supervising coaches, officials and scorekeepers.

Counsels and advises parents concerning participation of children in athletic activities.

Investigates and makes recommendations on protest, rainouts and player suspension situations.

Supervises activities, facilities, and assists in purchasing supplies, and equipment; maintains, distributes and collects equipment.

Assists with supervising park maintenance staff as assigned.

Recommends and implements departmental rules and policies.

Provides necessary liaison with other public and private groups and agencies.

Inspects parks and equipment with maintenance staff weekly.

Assists in the preparation of regular and special reports as required on all athletic programs and events.

Registers participants for activities, answers the telephone fielding questions on all parks and recreation programs and activities, and books rooms, as needed.

Performs park maintenance duties as needed.

Performs other duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Working knowledge of principles, practice, and methods of recreation, and of major sport rules, playing and coaching techniques.

Working knowledge of current literature, trends and developments in the field of public recreation.

Knowledge of standard resources, materials, and facilities utilized in a public recreation program.

Playing skills in major sports areas.

Ability to plan, promote, organize and execute athletic activities.

Ability to plan and coordinate the work of full and part-time, temporary and volunteers that serve as coaches and scorekeepers.

Ability to express ideas effectively in oral and written forms, and to make presentations.

Ability to deal tactfully, courteously, and firmly with the public.

Ability to establish and maintain effective working relationships with coaches, officials, general public, superiors and co-workers.

Ability to use a computer.

Physical Requirements

Must be able to physically perform the basic life operational functions talking and hearing.

Must be able to perform light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data, to perform extensive reading, to operate a computer, to inspect the work of others, and to demonstrate and play various sports activities.

Minimum Education and Experience

Bachelor's Degree in recreation administration from an accredited college or university and one to three years of experience in recreation and athletics; or an equivalent combination of education and experience.