

# ATHLETICS ACTIVITIES MANAGER

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Position Code: 2300

WC Code: 9102

FLSA Status: Non-Exempt

Pay Grade: 350 (\$37,762 - \$59,057)

Location: Recreation

Approval Date: 2010

## **General Statement of Duties**

Plans, coordinates, implements and supervises a variety of athletic activities, oversees the maintenance of the parks and ball fields and serves in the absence of the Director.

## **Distinguishing Features of the Class**

An employee in this class plans, coordinates and supervises a variety of athletic programs for the citizens of the community, and the maintenance of the parks and ball fields. Work involves considerable planning and scheduling of activities and contact with participants, coaches and officiating personnel. Work involves serving in the absence of the Director and performing other administrative or project work to support the total management responsibilities of the department. Work includes organizing athletic activities; recruiting and supervising coaches, officials and participants; publicizing program activities; and supervising the successful implementation of such programs. Employee also is responsible for 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 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 bloodborne pathogens. Work is performed under the general supervision of the Parks and Recreation Director and is evaluated in terms of program effectiveness, through observation and through discussions surrounding public acceptance.

## **Duties and Responsibilities**

Plans, organizes and promotes athletic events and leagues for various age groups including such programs as baseball and basketball.

Makes periodic observation and evaluation of athletic events and games for quality of competition, proper use of equipment and facilities and sportsmanship.

Recruits, assigns, trains, supervises and evaluates all part-time and volunteer workers, including coaches, officials and scorekeepers; conducts organizational meetings and training sessions on rules.

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

Investigates and makes decisions on protest, rain-out and player suspension situations.

Plans, schedules and supervises activities, facilities, supplies and equipment maintains, purchases, distributes and collects equipment.

Develops, recommends and executes departmental rules and policies.

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

Interprets and publicizes programs and activities of the department to the public through media and other means.

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 booking rooms, as needed.

Performs related duties as requested.

## **Recruitment and Selection Guidelines**

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

Considerable knowledge of principles, practices and methods of recreation, and of major sport rules, playing and coaching techniques.

Considerable 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 effectively plan, promotes, organize and execute a year round program of athletic activities.

Ability to plan and coordinate the work of full and part-time, temporary workers 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.

### **Physical Requirements**

Must be able to physically perform the basic life operational functions of 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, perform extensive reading, operate a computer, inspect 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 five to seven years of experience in recreation and athletics; or an equivalent combination of education and experience.