



## Wythe County Parks & Recreation Athletic Programs Coordinator Job Description

### **Education and Experience:**

- Preferred Associate degree or higher in parks and recreation, education or related field
- Experience in parks and recreation, sports management
- Experience or knowledge in the following areas:
  - Youth and adult sports programs
  - Sports scheduling
  - Officiating
  - Grounds and facility management and maintenance
  - Knowledge with ADA regulations
  - Supervision and training of staff and sports officials
- Basic computer and technology skills. This includes use of smartphones, computer software, and social media

### **Responsible to:**

- Work under the supervision, guidance, and in cooperation with the Director of Parks and Recreation

### **Duties:**

- Oversees Sports/Athletic department programs
  - Includes sports leagues, clinics and scheduling of all facilities for competitions and activities
- Supervises youth league games
  - Requiring a flexible schedule to work on evenings and weekends during sports season
- Serves as liaison between departments, athletic leagues, and county athletic booster clubs
- Resolves problems and disputes among participants, officials, etc.
- Prepares press releases on upcoming events and results of league and tournaments
  - Utilizing social media, local press, etc
- Schedules league and tournament play
- Schedules and administers payroll for game officials
- Purchases and distributes awards and trophies
- Maintains, files of sports registrations, rosters, etc.
- Helps ensure recreation department's compliance with all local, state and federally mandated programs
- Performs all aspects of park and field management and maintenance as needed at Ager Park and Max Meadows Ball Field
- Ensures training, evaluation, and scheduling of sports officials
- Helps plan, program and facilitate sports programs and clinics
- Completes other duties deemed necessary by the Director

### **Special Requirements**

- Physical work requires the occasional exertion of up to 50 pounds of force; frequently requires standing, kneeling, walking, lifting, etc.; requires exposure to outdoor weather
- Possess a valid driver's license