

City of Bedford

Department of Parks and Recreation

Job Description

JOB TITLE: Youth Sports Coordinator (part-time/seasonal, varies by sport)

REPORTS TO: Parks & Recreation Director or designee

NATURE OF WORK

Serves as site supervisor and facilitator of practices and games. Ensures that officials, coaches and/or field assistants are present and performing duties appropriately and directs participants as needed. May involve coordination of travel-level sports teams.

GENERAL RESPONSIBILITIES

- Ensure the safety of participants in the respective sport/league/program
- Ensure proper setup of gyms and/or fields for practices and/or games as needed
- Attend, and as needed, conduct staff training and meetings sessions
- Facilitate/coordinate group practices and games as needed, including oversight of staff, officials and volunteer coaches
- May involve coordination of travel-level sports teams including facilitating tryouts, team formation, league entry, coach selection, etc.
- Ensure that game rules are being enforced as written in local rules and/or association rules as applicable for the sport/level of play
- Foster player and coach development through feedback and encouragement
- Adhere to all policy and procedures of the Bedford Parks and Recreation Department and City of Bedford
- Be punctual for all shifts, well rested and ready to work
- Maintain a clean and neat appearance
- Maintain the level of fitness required to complete all job related tasks

QUALIFICATIONS REQUIRED

- Possess and maintain valid CPR/FA, and AED certifications
- Possess valid driver's license and access to transportation
- Ability to demonstrate skills necessary for the respective sport(s)
- Be able to perform all General Responsibilities satisfactorily
- Have professional verbal and written communication skills
- Ability to understand and follow oral and written instructions
- Must be dependable and have a good work record as to punctuality and daily attendance
- Background check and drug screen required
- See Physical Requirements Below

PREFERRED QUALIFICATIONS

- OHSAA official certification for respective sport(s)

PHYSICAL REQUIREMENTS

While performing the duties of this job, the individual is regularly required to reach with hands and arms. The individual frequently is required to stand and/or walk and to use hands to handle, finger, feel or operate objects, tools or controls. The individual is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl. The individual will be required to speak and hear with regard to receiving supervision, performing supervision, working with others and communicating with the general public. The individual must frequently lift and/or move up to 50 pounds. The individual must have the ability to work out of doors for long periods of time in all weather conditions.

The City of Bedford conducts pre-employment screening which may include drug screening, criminal background check, and verification of work history, academic credentials, licenses, personal references and certifications. Other screening may be conducted based on the level of responsibility, access, and requirements of the position or department.

The City of Bedford is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, sexual orientation, disability or military/veteran status in employment or provision of services.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.