

## SPORTS ACTIVITIES COORDINATOR

### GENERAL STATEMENT OF DUTIES

Assists in the planning and development of a comprehensive sports program designed to meet the needs of various ages and interest groups. Plans and implements an extensive sports camp program. Responsible for gymnasium supervision and staff. Supervision is exercised over subordinates and contractual employees. General supervision is received from the Sports Supervisor through frequent discussions and reports on the progress of planned programs.

### EXAMPLES OF DUTIES (Illustrative Only)

- Prepares all program schedules and develops, implements and meets goals and objectives;
- Secures and schedules facilities and ensures that they are prepared and set up for playing of programs;
- Orders and secures all needed supplies, including balls, trophies and sports equipment;
- Prepares news articles and performs other public relations work, and develops monthly and program reports;
- Assists in budget development and control of sports activities expenses, and makes recommendations regarding fees;
- Evaluates sports programs and activities and makes necessary recommendations;
- Enforces all City of Kettering policies and procedure, and handles participants' concerns and complaints;
- Supervises youth sports programs and camps during games and drop-in times, including weekends and evenings;
- Maintains established office hours and handles and develops employees' schedules;
- Assists Sports Supervisor in interviewing and hiring program attendants and contractual staff
- Assists Sports Supervisor with contracting and coordination of the sports camps;
- Assists in training of program attendants;
- Reviews all time cards of program attendants and contractual personnel before submitting to Sports Supervisor;

### QUALIFICATIONS

Must have a considerable knowledge of the principles and practices of the development, operation, organization and promotions of various sports and a thorough knowledge of the current techniques, practices, materials, equipment, rules, regulations and safety precautions. The ability to train personnel, plan and supervise the work of others, and to communicate effectively, both orally and in written form, and to work effectively with City personnel, the public, press and organized sports groups. Must have enthusiastic attitude, be creative, possess initiative, be assertive and also must be well organized.

**EDUCATION AND EXPERIENCE**

Graduation from a recognized college or university and/or two to three years of experience in the supervision of youth/adult sports leagues. Experience must clearly demonstrate a high level of knowledge, skills and abilities.

Approved: MBR

Date: 12/19/16