



# Athletics Coordinator

Bargaining Unit: n/a

Class Code:  
P&R\_Ath\_COORDINATOR

CITY OF DEER PARK Revision  
Date: DECEMBER 5, 2024

## SALARY RANGE

\$28.33 Hourly / F09

### CLASS CONCEPT:

#### GENERAL PURPOSES

This professional and administrative position assists the Athletic/Aquatic Supervisor with the planning, direction, and management of the work of professional, technical, and non-professional employees by assisting with overseeing a comprehensive year-round adult and youth athletic program as well as all aquatic programs. Assists with the preparation and coordination of special athletic events throughout the year. This position will also be responsible for assisting in the offering of adult and youth leagues, city/community wellness programs and field rentals.

#### SUPERVISION RECEIVED

Works under the general guidance and direction of the Athletics/Aquatics Supervisor

#### SUPERVISION EXERCISED

Assists with the supervision of full and part-time Athletic Division staff, a variety of sports officials, contract staff, volunteer coaches, and all other volunteers. Maybe responsible for filling in for the Athletic/Aquatic supervisor in their absence.

### PRIMARY DUTIES & RESPONSIBILITIES:

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists Recruits, trains, and assigns coaches, scorekeepers, time keepers and other part-time and volunteer personnel.
- Assists with overseeing athletic staff; communicate effectively official plans, goals, objectives, policies and procedures for Division. Resolves and is proactive in solving problems among staff.
- Responsible for Field Rentals with Youth Sports Leagues and public rentals.
- Plans, prepares and coordinates athletic leagues and programs for all ages and abilities.
- Understand and successfully operate recreation software and website management. Tend to the maintenance of Team Sideline (league scheduler) and Sling (Staff scheduler).
- Assist in preparing and administering budget for the Division.
- Assist in developing, implementing and review yearly policies and procedures for Division.
- Requisitions all supplies necessary for operation of the Division.
- Assists in the preparation and maintenance of sports fields and surfaces.

- Assist with preparing year-end reports on customer usage and revenue of the Division for City Administration and the Parks and Recreation Commission.
- Assist with requisition of all supplies necessary for operation of the Division.
- Assist with the preparation of monthly reports for Director and Parks and Recreation Commission.
- Develops and implements operations to prevent injuries and accidents according to department guidelines, and according to health regulations.
- Assess quality of customer service for assigned activities through the distribution and evaluation of participant surveys. Develop and implement methods for improvement.
- Maintain adequate inventory and upkeep of equipment used in the operation of assigned programs.

#### PERIPHERAL DUTIES

- Assist with coordination and planning of departmental special events.
- Assist administration as needed.
- Serves as a member of the Emergency Operations Center.
- Develop and make presentations to community groups.
- Liaison between Divisions and other Departments as assigned.
- Serves as a member of various city and community committees as assigned.
- Active membership in TAAF, TRAPS, NRPA and other professional organizations related to responsibility.
- Represents the City in meetings and communications with State and National Associations and Federations.

#### Necessary Knowledge, skills, and abilities

- Knowledge and ability to organize and conduct a variety of sports related events for all age groups.
- Ability to act quickly and calmly in emergency situations and make proper judgments as to the correct course of action.
- Computer skills expected (Excel, Word, and Internet Explorer, Recreation software, etc.)
- Knowledge of principles of effective administration, to include planning, coordinating, hiring, evaluating and supervision.
  
- Knowledge of ASA, USSSA, TAAF, and other state and national sports governing bodies.
- Knowledge and principles and practices in public relations, marketing, and promoting community programs and events.
- Knowledge of athletic and special event budgeting principles.
- Knowledge of report and record maintenance principles and procedures.
- Skills in both written and oral communications for effective expression and clarity.
- Ability to train quality customer service and team building.
- Ability to manage difficult or emotional customer situations.
- Ability to respond promptly to citizen input/complaints with considerable tact and courtesy.
- Ability to identify and resolve problems in a timely manner and be able to develop alternative solutions.

## **QUALIFICATIONS:**

### **MINIMUM QUALIFICATIONS**

- Bachelor Degree in Parks, Recreation & Tourism Sciences, Kinesiology, Sports Management or related field or;
- Bachelor Degree in non-related field and 3 years' experience in Parks and Recreation Field
- NIMS Certifications will be required for position within one year of hire on.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge/Ability to organize and conduct a variety of sports related events for all age groups.
- Knowledge of principles of effective administration, to include planning, coordinating, hiring, evaluating and supervision.
- Knowledge of ASA, USSSA, TAAF and other state and national governing bodies.
- Knowledge of principles and practices in public relations, marketing and promoting community programs and events.
- Knowledge of athletic program budgeting principles.
- Knowledge of report and record maintenance principles and procedures.
- Skills in both written and oral communications for effective expression and clarity.
- Ability to train quality customer service and team building.
- Ability to be creative and manage difficult or emotional customer situations.
- Ability to respond promptly to citizen input/complaints with considerable tact and courtesy.
- Ability to identify and resolve problems in a timely manner and be able to develop alternative solutions.
- Ability to exercise sound judgment and make independent decisions in accordance with established City policies and procedures.
- Ability to analyze, organize, evaluate and review work for efficient results and accuracy.
- Ability to establish and maintain effective working relationships with supervisors, support staff, contracted personnel, volunteers, participants and other departments, divisions and organizations with which the position interacts.

### **SPECIAL REQUIREMENTS**

- Valid Texas Driver's License.
- Commercial Driver's License (CDL) required or able to obtain within one (1) year of hire on.
- Certified Parks and Recreation Professional certification within 5 years of hire on.
- Position works Monday – Friday, evenings and weekends as scheduled by the Athletics/Aquatics Supervisor. Schedule may change at the discretion of the Athletics/Aquatics Supervisor. Some travel may be required.

**SUPPLEMENTAL INFORMATION:****TOOLS AND EQUIPMENT USED**

- Office equipment i.e.; personal computer, fax machine, telephone, copy machines, portable radio, etc.
- Vehicles to include trucks, vans and possibly buses, some with the standard shift transmission.
- Various athletic field preparation tools and machines.
- Various aquatic operation and maintenance equipment.

**PHYSICAL DEMANDS**

The employee is frequently required to sit, walk, talk and hear. The employee is required to use hands, fingers, handle, feel or operate objects, tools or controls and reach with hands and arms. May also be required to climb or balance, stoop, kneel, crouch or crawl. The employee is required to work outdoors in above average heat and cold as situations require. The employee may occasionally lift or move 50 pounds. Specific vision responsibilities required.

**WORK ENVIRONMENT**

While doing the work duties required of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and humid conditions, toxic or caustic chemicals.

**SELECTION GUIDELINES**

Formal application; rating of education and experience; written questionnaire, oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.