

# City of Caldwell

## Class Specification

<b>Class Title</b>	<b>SPORTS COORDINATOR</b>
<b>Class Code Number</b>	
<b>FLSA Designation</b>	<b>Covered</b>
<b>Pay Grade</b>	<b>Level 5</b>
<b>Effective Date</b>	<b>August 2018</b>

### General Statement of Duties

Performs a variety of tasks related to planning, organizing, implementing, monitoring, and directing recreation activities and programs including camps, athletic leagues and tournaments; performs other tasks as assigned.

### Classification Summary

The principal function of an employee in this class is to design, organize, implement, monitor, and manage activities and programs associated with the Recreation Department. Individual is required to monitor and direct referees, umpires, scorekeepers, instructors, and ball field maintenance crews. The duties are performed under the general supervision of the Recreation Supervisor, but leeway is granted for the exercise of independent judgment and initiative. Individual provides close to general supervision to recreation program leaders, instructors, officials, teachers, and contract employees. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with City officials and employees, recreation coordinators and participants, school districts, and the general public. Principal duties of this class are performed in an office environment and on-site locations for recreation/special events and include weekend and evening hours. Duties may be performed in an outdoor environment, which may involve adverse weather conditions and related hazards.

### Examples of Work (Illustrative Only)

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, coordinates and implements adult and youth sports programs including tournaments, youth camps, summer programs, basketball, volleyball, tennis, softball, football, and associated tournaments;
- Develops recreational program budget for youth and adult sports programs;
- Coordinates, supervises, develops, and fosters working relationships with school districts,

- personnel, businesses, staff and public in using recreational facilities in a joint use agreement and to enhance recreational programs in the area;
- Organizes and monitors umpires, referees and scorekeepers for league play and tournaments;
  - Ensures the attendance of umpires, referees and scorekeepers at scheduled games and finds replacement officials if necessary;
  - Provides assistance at special events such as the Easter Egg Hunt, Fun Runs, etc. as supported and implemented by the Caldwell Recreation Department;
  - Maintains the upkeep and chemicals of the City's public pool and performs building maintenance as necessary;
  - Schedules and manages work time around office duties and coordination of recreation/special events, with flexibility to work evenings and weekends as necessary;
  - Recruits and recommends officials, instructors, and other staff to Recreation Supervisor;
  - Develops, markets and advertises youth and adult sport programs by providing announcements to inform the community of recreations opportunities;
  - Maintains ball field grounds, which includes preparation and maintenance of all City baseball/softball fields;
  - Maintains the upkeep of recreation facilities and applicable equipment;
  - Supervises ball field maintenance crew, special events instructors and officials;
  - Maintains inventory of equipment and requests equipment as necessary;
  - Opens and closes facilities for special interest classes;
  - Attends organizational meetings associated with sports/recreation activities;
  - Promotes and advertises the City's recreation programs;
  - Schedules and arranges facilities for programs use;
  - Monitors program budgets and keeps accurate records of program/events revenues and expenses;
  - Performs all work duties and activities in accordance with City policies, procedures and safety practices;
  - Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
  - Responds to citizens' questions and comments in a courteous and timely manner;
  - Communicates and coordinates with others to maximize the effectiveness and efficiency of interdepartmental operations and activities to help keep a positive work environment as well as works as a team member;
  - Respects the opinion of others and maintains a positive and professional working relationship with employees, supervisors and others;
  - Performs other duties as required.

<b>Required Knowledge, Skills and Abilities</b>
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- Working knowledge of principles and practices of community recreation development;
- Some knowledge of program evaluation methods and techniques;
- Some knowledge of principles of supervision and effective conflict resolution;
- Working knowledge of teaching and instructing principles;
- Working knowledge of interpersonal communication skills and public relations;

- Knowledge of rules and regulations of various sports;
- Knowledge of league and tournament operation as well as field maintenance;
- Ability to communicate well with others both orally and in writing;
- Ability to establish and maintain effective working relationships with other Department and City employees, supervisors, business organizations, recreation organizers and participants, school districts, and the public;
- Ability to organize work schedules, direct and supervise staff and evaluate staff and programs;
- Ability to fill in for scorekeepers, umpires and referees in case of “no show”;
- Ability to operate ball field equipment and knowledge of proper field layout;
- Ability to operate computer graphic programs for developing flyers and registration forms to advertise up and coming programs/events;
- Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involved with City activities and policies;
- Ability to generate genuine rapport with all age groups;
- Ability to learn City policies and departmental rules, procedures, practices and objectives;
- Ability to understand and follow complex oral and written instructions;
- Ability to operate a personal computer using program applications appropriate to assigned tasks;
- Ability to maintain clerical records and to prepare reports from such records;
- Ability to understand and make work decisions in accordance with office rules, regulations, policies and procedures;
- Ability to prioritize and manage multiple tasks;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to perform a wide variety of tasks and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

- Graduation from a high school or possession of a GED; and
- Experience in the field of Physical Education, Recreation, Sports Coordination, or Sports Officiating; or
- Minimum of two (2) years experience in municipal recreation program development and maintenance; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.
- Certified Sports Official or Youth Sports Administrator desired.

### **Required Special Qualifications**

- Possession of a current and valid driver’s license.

- Subject to a pre-employment drug test and background check.
- Ability to obtain the Certified Pool Operator within six (6) months of employment.
- Ability to work weekends and evenings.

**Physical Demands**

- N (Not Applicable)** Activity is not applicable to this position.  
**O (Occasionally)** Position requires this activity up to 30% of the time (2.5+ hours/day)  
**F (Frequently)** Position requires this activity 30% - 60% of the time (Up to 5.5 hours/day)  
**C (Constantly)** Position requires this activity more than 60% of the time (Over 5.5 hours/day)

Physical Demands	Lift/Carry	Hazards/Potential Exposure
<u>C</u> Stand	<u>C</u> 10 lbs or less	<u>O</u> Toxins/caustics/chemicals
<u>C</u> Walk	<u>C</u> 11 – 20 lbs	<u>O</u> Extreme conditions
<u>F</u> Sit	<u>F</u> 21 – 50 lbs	<u>O</u> Dust
<u>C</u> Manual Manipulation	<u>O</u> 51 – 100 lbs	<u>O</u> Moving mechanical parts
<u>C</u> Grasp	<u>O</u> Over 100 lbs*	<u>O</u> Potential electrical shock
<u>C</u> Reach Outward		<u>O</u> High pitched noises
<u>F</u> Reach Above Shoulder	<b>Push/Pull</b>	<u>O</u> Blood-borne pathogens
<u>C</u> Speak	<u>F</u> 12 lbs or less	<u>O</u> Gaseous risk/fumes
<u>O</u> Climb	<u>F</u> 13 – 25 lbs	<u>N</u> Construction zone hazards
<u>O</u> Crawl	<u>F</u> 26 – 40 lbs	<u>O</u> Communicable disease
<u>O</u> Squat or Kneel	<u>O</u> 41 – 100 lbs	<u>N</u> Hot liquids/fire
<u>C</u> Bend	<u>O</u> Over 100 lbs*	<u>N</u> Height & confined spaces

(\* With others)

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities which permits the employee to verbally communicate, provide instructions and listen effectively;
- Sufficient vision or other powers of observation which permits the employee to monitor the progress of work crews, supervise and monitor officials and instructors, monitor recreation activities and events, and evaluate programs and tournaments;
- Sufficient manual dexterity which permits the employee to operate hand and power tools, recreation equipment, a vehicle, tractor and mower, and office equipment;
- Sufficient personal mobility and physical reflexes which permits the employee to visit various recreation sites and facilities throughout the City.

I have reviewed these job requirements and the detailed job description and verify that I can perform all physical demands and essential physical abilities of this position.

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_