



## Job Description – Athletic Coordinator

**General Description:** The Athletic Coordinator shall be a representative of the Byers Park & Recreation District. The individual will organize and conduct sport leagues for youth within the community. Ball field maintenance including field prep work for baseball/softball games and tournaments. Must have the ability to maintain a harmonious and effective working relationship with the District Board, supervisors, subordinates, public officials, and the public.

**Principal Duties:** The Athletic Coordinator manages youth the sports program. The position will have a combination of office and field work. The Coordinator will create, manage, oversee all youth sports programs and prepare baseball/softball fields for games and tournaments. Duties include, but are not limited to:

- Creation of self-supporting programs, set and maintain budgets.
- Marketing of the program.
- Maintaining registrations for the program(data entry, fee collection, etc.).
- Communication to leaders and participants.
- Payments to refs/umpires.
- Inventory of equipment.
- Team selection and communication.
- Coach/parent point of contact.
- Serve as an on-site field representative.
- Seek business sponsor to help offset costs.
- Schedule games, re-schedules, umpires, and referees as needed.
- Field prep for baseball season.

### **Knowledge, Skills & Abilities:**

- Works well with people, both the general public, as well as employees of state and county agencies.
- Good communication skills, both verbal and written, including administrative and organizational skills.
- Experience with computers and or typing.
- Valid driver's license required and able to pass a criminal background screening.

**Supervision:** Supervision will be under the direction of the Byers Park & Recreation District Board.

**Education and/or Experience:** Any combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described.

**Pay Rate:** Commensurate with experience.

**Schedule:** Hours vary and are seasonal: 15-20 hours per week (February – October); 5-10 hours per week (all other months). Some evening and weekend work as needed.