To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

**Athletic Coordinator**

**Department:** Recreation  
**Pay Grade:** 111  
**FLSA Status:** EXEMPT

**JOB SUMMARY**
Responsible for planning and coordinating all aspects of recreation youth and adult sports leagues. Work is performed under the general direction of the Recreation Director.

**ESSENTIAL JOB FUNCTIONS**
- Plans and coordinates youth and adult sports programs which includes: registration, scheduling, meetings, advertisements, organization of leagues, mediation of problems, equipment control and maintenance, transportation and tournament activities.
- Plans, coordinates and supervises recreation programs.
- Prepares and maintains budgets for operations.
- Requisitions materials, equipment, and supplies and processes payments for services.
- Selects, trains, schedules, supervises, and evaluates subordinates.
- Performs administrative duties such as scheduling recreation programs and prepares oral and written reports.
- Performs and coordinates maintenance and upkeep of facilities.
- Answers service-related questions posed by customers or provides customer with contact number through which the desired information may be obtained.
- Performs both pre-trip and post-trip inspections daily on assigned vehicles or equipment.
- Recruits youth and adult sports team coaches.
- Serves as liaison with parents of children in youth sports programs.
- Performs other job duties as assigned.
QUALIFICATIONS

Education and Experience:
High school diploma or an acceptable equivalency diploma (GED); and five (5) years of experience working in planning, organizing, and implementing recreational, cultural and social events for the general public and adult groups. Additional experience may be substituted for education.

Special Qualifications:

• Possession of a valid State of Florida driver’s license. Requirement exists at the time of hire and as a condition of continued employment.

Knowledge, Skills and Abilities:

• Knowledge of fundamentals of recreation, types of material, equipment and facilities needed to carry out planned programs and activities.
• Knowledge team scheduling and sport event organization.
• Ability to maintain records and prepare oral and written reports.
• Ability to input and retrieve information from a computer.
• Ability to instruct youth and adults in sports and recreation activities.
• Ability to work effectively with difficult individuals and various age groups in specialty areas.
• Ability to effectively schedule and supervise subordinates.
• Skills in planning, organizing and implementing special activities.

PHYSICAL DEMANDS

The work is light work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

• Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
• Standing: Particularly for sustained periods of time.
• Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
• Talking 2: Shouting in order to be heard above ambient noise level.
• Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
• Visual Acuity 2: Including color, depth perception, and field vision.
• Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
WORK ENVIRONMENT

- Work is performed both indoors and outdoors in various weather conditions.