



SPORTS COORDINATOR

REPORTS TO

Administrative Manager

JOB SUMMARY

The Sports Coordinator is responsible for organizing, scheduling, and promoting all recreational sporting leagues for the West Feliciana Parish's Parks & Recreation Department. The Sports Coordinator, under the supervision and guidance of the Administrative Manager, will manage all recreational sporting leagues from start to finish. This position will work closely with volunteer coaches, officials, youth, citizens, and internal park staff to ensure all needs are met regarding recreational sports.

ESSENTIAL JOB FUNCTIONS

- Schedules, in advance, 1-year of tentative sports programs which includes working to avoid scheduling conflicts.
- Develops a schedule/calendar for each recreational sport and ensures the scheduling of fields, equipment, officials, etc. for practice and/or games is communicated to all involved.
- Organizes each sport/program which includes setting a budget for each sport/program.
- Coordinates the scheduling of concession stand with the Concession Stand Contractor to ensure the success of the concession stand during recreational sporting programs.
- Inventories, orders, and maintains all recreational sporting equipment, uniforms, etc.
- Recruits, trains, and evaluates coaches, officials and/or other volunteers involved in recreational sport programs which includes adhering to all federal, state, local, and parish-specific laws, regulations, and policies.
- Coordinates the scheduling and payment of officials for all recreational sports.
- Implements procedures, rules and guidelines for each recreation sport and trains coaches, officials, volunteers, parents, and/or players regarding guidelines, procedures, and rules.
- Conducts coaching and parent meetings throughout the year for each sport.
- Develops and communicates all informational flyers, website postings, social media postings etc. regarding recreational sporting programs, deadlines, rules/regulations, schedules, etc.
- Maintains participation and other pertinent information as required to assess the success of recreational sports programs in terms of participation, costs, etc. and provides recommendations for program improvements.
- Communicates and develops positive and collaborative relationships with the local schools' coaches and administration and works to resolve any issues and/or conflicts that may arise.
- Develops and communicates positively with parents and players and works to successfully resolve any issues and/or conflicts that may arise.
- Documents all issues that are sensitive to the park.
- Completes projects and special assignments as assigned by the Administrative Manager.

**Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. West Feliciana Parish is an Equal Opportunity Employer.*



ADDITIONAL RESPONSIBILITIES

- May receive and resolve public complaints.
- May assist with coordinating cross functional projects.

EDUCATION/EXPERIENCE

- Bachelor's degree in Parks and Recreation, Sports administration, or a similar field of study and/or any equivalent combination of education and experience.
- At least 1 year of supervisory experience preferred.

KNOWLEDGE, SKILLS, ATTRIBUTES

- Knowledgeable in maintaining the integrity and quality of sporting equipment and facilities.
- Ability to work flexible hours to ensure the success of recreational sporting programs.
- Knowledgeable in the rules, regulations, field dimensions, procedures, etc. concerning all recreational sports.
- Diverse and fair to all recreational sports.
- Positive role model
- Promotes a safe and healthy environment for all
- Proactive, motivated and organized
- Efficient in Microsoft Office and Adobe Software
- Knowledge of social media platforms
- Creative and energetic
- Ability to work with minimal supervision and complete tasks efficiently and effectively.
- Excellent oral and written communication skills
- Desire to work with coaches, parents, and players of all ages.
- Thrives in a fast-paced environment, handling multiple tasks simultaneously, while making logical decisions and meeting deadlines.
- Great attention to detail in the oversight and delivery of quality services and programs.
- Ability to handle confidential information.

WORK ENVIRONMENT / PHYSICAL DEMANDS

This job operates in both an office and outdoors environment. This role routinely uses standard office equipment such as computers, phones, photocopiers/printers, filing cabinets, and fax machines.

The physical demands of this job described here are representative of those that must be met by an employee to successfully perform the essential job functions of this job. While performing the duties of this job, the employee is regularly required to talk or listen / hear. The employee is frequently required to sit, stand, walk, reach with hands and arms, and occasionally lift up to 25 lbs. The employee must be able to drive a parish vehicle and/or golf cart.

SPECIAL REQUIREMENTS

Valid Driver's License.



OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

ACKNOWLEDGEMENT OF JOB DESCRIPTION

This job description has been approved by all levels of management:

Pay rate: TBD

Manager: _____

HR: _____

Employee Signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____