



County Administrator's Office

340 South Sixth Street, Wytheville VA 24382-2598

Telephone (276) 223-4500

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Position: Athletic Programs Coordinator

Department: Parks and Recreation

Reports To: Director Parks and Recreation

Location: County Administration Building

FLSA Status: Non-exempt

Full-time/Part-time: Full-time

Seasonal: No

Posted Until: Date or Until Filled

Summary

Work under the supervision, guidance, and in cooperation with the Director of Parks and Recreation.

Work Schedule

- Flexible schedule to work **primarily** on evenings and weekends during sports season
- 40-hour work week to be scheduled

Essential Functions

- Oversees Sports/Athletic department programs that includes sports leagues, clinics and scheduling of all facilities for competitions and activities
- Supervises youth league games
- Serves as liaison between departments, athletic leagues, and county athletic booster clubs
- Resolves problems and disputes among participants, officials, etc.
- Prepares press releases on upcoming events and results of league and tournament utilizing social media, local press, etc.
- Schedules league and tournament play
- Schedules and administers payroll for game officials
- Purchases and distributes awards and trophies
- Maintains, files of sports registrations, rosters, etc.
- Helps ensure recreation department's compliance with all local, state and federally mandated programs
- Performs all aspects of park and field management and maintenance as needed at Ager Park and Max Meadows Ball Field
- Ensures training, evaluation, and scheduling of sports officials
- Helps plan, program and facilitate sports programs and clinics
- Completes other duties deemed necessary by the Director

Knowledge, Skills, and Abilities

- Experience in parks and recreation, sports management
- Experience or knowledge in the following areas:
- Youth and adult sports programs
- Sports scheduling
- Officiating
- Grounds and facility management and maintenance
- Knowledge with ADA regulations
- Supervision and training of staff and sports officials
- Basic computer and technology skills. This includes use of smartphones, computer software, and social media

Education

- Preferred Associate degree or higher in parks and recreation, education or related field

Special Requirements and Job Development

- Employee must possess an acceptable and safe driving record.
- Possess a valid Virginia driver's license

Physical Requirements

- Frequent bending, stooping, standing, walking, and reaching.
- Lifting up to 50 pounds on occasion.
- Use of visual and auditory senses.
- Exposure to outdoor weather.

This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Wythe County Administration reserves the right to revise or change job duties as the need arises. The job description does not constitute a written or implied contract of employment.

As an Equal Opportunity Employer, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/sexual orientation/gender/identity, national origin, disability, marital status, age, political affiliation, or protected veteran status.