



Wythe County Parks & Recreation Athletic Programs Coordinator Job Description

Education and Experience:

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

Responsible to:

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

Duties:

- Oversees Sports/Athletic department programs
 - Includes sports leagues, clinics and scheduling of all facilities for competitions and activities
- Serves as liaison between departments, athletic leagues, community groups, and county athletic booster clubs
- Resolves problems and disputes among participants, officials, etc.
- Prepares press releases on upcoming events and results of league and tournaments
 - Utilizing social media, local press, and local radio
- Schedules league and tournament play
- Schedules and administers payroll for game officials
- Purchases and distributes awards and trophies
- Maintains, files of sports registrations, rosters, birth certificates, etc.
- Helps insure recreation department's compliance with all local, state and federally mandated programs
- Performs all aspects of park and field management and maintenance as required 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

Special Requirements

- Physical work requires the occasional exertion of up to 50 pounds of force; frequently requires standing, kneeling, walking, lifting, etc.; requires exposure to outdoor weather conditions
- Possess a valid driver's license