



Please apply at: Plano.gov/jobs

Job Opening ID: 220260

Athletic Coordinator

Salary DOQ \$43,906 - \$63,664

Plano Parks & Recreation is seeking an Athletic Coordinator to join the Parks Athletic Division. Desired candidate traits include strong communication, organized, technological knowledge, with understanding of athletic site program needs, scheduling, and athletic field operations. The position helps organize the use and operation of more than 175 athletic fields. In addition the position organizes and communicates the schedule request from the various youth and adult sport organizations that utilizes Plano athletic fields.

Candidates need to apply at plano.gov/jobs. A cover letter and resume are highly encouraged.

Athletic competition is critical to Plano's local tourism. Sports and tournament-related tourism generates over \$39 million annually in direct visitor spending ⁽¹⁾. Plano is recognized by the Sports Planning Guide as having world-class venues and support for sporting competitions. Some of the most popular parks for sports in the City's park and recreation system are: Russell Creek, which is home to Plano Youth Soccer Association - one of the largest soccer programs in the country, Carpenter Park, Heritage Yards, and High Point Park ⁽²⁾. The newly renovated Carpenter Park North has four multi-purpose all-weather synthetic turf fields. Two additional all-weather synthetic turf field installations are in planning phases for Russell Creek Park.

This is an exceptional opportunity for a committed professional to contribute to the operations of the Athletics Division for Plano Parks & Recreation, a four time NRPA Gold Medal Award winner and CAPRA accredited agency. The City of Plano is committed to providing professional development opportunities. Plano is located in north Texas and has been recognized nationally for quality of life. <http://www.planotexas.org/178/The-Plano-Story>

Job Responsibilities

The Athletic Coordinator should be well-organized, effective time-manager, detail oriented, consistent, and confident individual that ensures fair application of the Plano Athletic Field Ordinance and reservations. This position works extensively with multiple youth and adult sports organizations, tournament and other user groups.

This position contributes to a complex and comprehensive operation that includes organizing sports operators schedule submissions, field programming, practice reservation requests, processing invoices of athletic usage, and generating program and lighting schedules.

The Athletic Coordinator should be able to work flexible hours which may include evenings and weekend to provide support to the athletic staff for league play and tournament events.

Communication

Frequent communication with a variety of groups, sports operators, athletic maintenance staff, and citizens.

Internal collaboration with Park Support, Special Events, and other City of Plano departments. Develop field maps, marketing and communication materials and media.

Effective skills are necessary processing various permits, manipulating grids, calculating monthly attendance statistics and league organization invoices.

Strategic Processes

Assist in the field allocation process (3x annually) with local sports operators, PISD, and other special use permit applicants. Multi-purpose field activity includes cricket, baseball, football, lacrosse, soccer, softball, etc.

Compose and organize weekly athletic grids that support league schedules, practice reservations, tournaments, maintenance schedules, and lighting schedules.

Assist in benchmarking and upkeep of measurable data such as games played, teams, and attendance.

Technology

Experienced in technology and capable of maximizing functionality of ActiveNet reservation software, and Musco Controls.

Strong understanding of Microsoft Office Suite and ability to learn other City-software applications.

(1) Trust for Public Land, 2017 <https://www.tpl.org/economic-benefits-plano%E2%80%99s-park-and-recreation-system>

(2) "Plano Is the Place for Sports Events," Sports Planning Guide, accessed January 26, 2017, <http://sportsplanningguide.com/planois-the-place-for-sports-events/>