

CITY OF THE COLONY Status: Non-Exempt Reports to: Recreation Manager	Athletics Supervisor	PARKS & RECREATION DEPARTMENT Revised: November 2020
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JOB SUMMARY

Under the supervision of the Recreation Manager, the Athletics Supervisor develops, implements and promotes a variety of athletic programs and activities for the community. This position is responsible for usage, scheduling, and management of community athletic facilities. This position is responsible for providing high quality service in all personal interactions with customers.

- ESSENTIAL DUTIES AND RESPONSIBILITIES**
1. Develop, implement, promote, organize and manage various youth and adult athletic programs and leagues.
 2. Manage practice, game, tournament, and field rental and lighting schedules for various athletic facilities.
 3. Monitor and coordinate with local youth and adult sport associations for league operation activities.
 4. Conduct NYSCA coaching certification clinics and maintain accurate records of certification compliance.
 5. Interact with other agencies for innovative and creative programs and activities.
 6. Ensure that all athletic teams are properly registered on time to maintain compliance with state and national sanctioning bodies.
 7. Communicate effectively and courteously with customers, vendors, media and staff in person, in writing, via email, or telephone.
 8. Recruit, hire, train, schedule, motivate, and evaluate seasonal, contractual, and volunteer staff.
 9. Coordinate rentals of athletic facilities for various tournaments, practices and other uses.
 10. Prepare flyers, brochures, news releases, and other promotional materials for informational use.
 11. Assist in monitoring activities at the Recreation Center, answer phones, check out equipment, manage customer requests and assist patrons.
 12. Assist with budget preparations, monitoring of expenditures and preparation of payment authorizations.
 13. Assist in planning, implementing and promoting community wide special events and tournaments.
 14. Work on events and projects funded by the HOT tax that are directly related to enhancing and increasing tourism in The Colony.
 15. Maintain accurate forms and records of operations, and prepare reports as needed.
 16. Prepare incident/accident/damage reports.
 17. Assist manager with other administrative duties as assigned.
 18. Must have flexible work schedule to be able to work days, evenings, weekends, or holidays (as necessary) and occasional overnight travel.
 19. Ability to carry, push, pull, lift or hold up to 60lbs. of equipment or furniture.
 20. May be required to work in extreme weather conditions for activities or events.
 21. Sits for extended periods of time at desk using the computer.

- KNOWLEDGE, SKILLS, AND ABILITIES**
1. Ability to use effective verbal and written communication skills with staff and public, as well as show effective leadership.
 2. Ability to use good judgment in handling complaints, altercations and emergency situations.
 3. Ability to supervise and motivate seasonal, contractual and volunteer staff.
 4. Skilled in written communications with a capacity for attention to detail.
 5. Knowledge of federal, state, and local laws and regulations as applies to departmental procedures.
 6. Ability to be creative, a self-starter and work with minimum supervision.
 7. Working knowledge of Book King, Microsoft Word, Excel, Power Point, CorelDRAW, and/or other various software applications.
 8. Working knowledge of computer system and software, fax machine and copier.
 9. General knowledge of the rules and/or experience officiating volleyball, basketball, softball, flag football and other various games and activities.

- EDUCATION, EXPERIENCE AND CERTIFICATION**
1. Degree in recreational field, plus two years experience in developing, implementing and scheduling athletic programs, or any combination of education and experience equivalent.
 2. Valid Texas driver's license.
 3. CPR/1st Aid certification or ability to obtain certification within 30-days of employment.

4. NYSCA Clinician or ability to obtain certification within 30-days of employment.

CERTIFICATION

Employee Signature:

Date Signed:

Immediate Supervisor
and/or Department Head:

Date Signed:

Salary DOQ: \$46,317.44 - \$52,000 annually

Position posted 12/1/2020. Position open until filled.