

City of Fort Worth, Texas Job Description

Classification Title	Athletic Coordinator		
Job Code:	PR1141	Job Family:	Professional
Pay Grade	610	Date Reviewed:	07/02/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Oversees and coordinates recreational and athletic program activities within the Parks and Community Services department. Implements program goals and objectives; manages facility reservations; and performs a variety of tasks in support of assigned area of responsibility.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Oversees and coordinates recreational activities. Organizes, schedules and implements youth recreation activities, athletic tournaments, and other related programs.
3. Manages facility reservations for associations, organizations, leagues, and City sponsored events. Provides customer service and responds to inquiries/concerns.
4. Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for providing recreational services; and implements policies and procedures.
5. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned athletic programs, services delivery methods and procedures. Recommends and implements modifications to systems and procedures.
6. Promotes and coordinates specific activities within a recreational or competitive athletic program. Prepares program event and facility marketing material, including news releases, flyers, schedules of events, pamphlets and brochures.
7. Formulates and monitors several budgets. Oversees purchases; processes bills and credit card purchases; generates reports; and provides budget and revenue projections.
8. Serves on a variety of boards and committees.
9. Performs other related duties as required.

10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Operations, services and activities of a recreational and athletic program.
- Principles and practices of athletic tournament development and implementation.
- Class system.
- Principles of supervision, training and evaluation.
- Sports and sports governance.
- Basic procedures, methods and techniques of budget preparation and control.
- Recent developments, current literature and information related to recreation and athletic organization.
- Marketing theories, principles and practices and their application to recreation and athletics.
- Modern office equipment including computers.
- Pertinent Federal, State and local laws, codes and safety regulations.

- **Skill in:**

- Computers and applicable software.
- Customer service.
- Recordkeeping.
- Mathematics.
- Planning and organization.
- Public speaking.
- Interpersonal relations.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Coordinate and direct recreational and athletic programs.
- Manage and direct the work of subordinates.
- Recommend and implement goals and objectives.
- Elicit community and organizational support for recreational and athletic programs.
- Adhere to purchasing policies.
- Prepare clear and concise reports.
- Interpret and explain City policies and procedures.
- Predict programmatic and facility direction based on current usages and trends.
- Prepare and administer program budgets.
- Allocate limited resources in a cost effective manner.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Physical Education, Recreation, or a related field and three years of increasingly responsible experience in planning, organizing, and coordinating recreational and competitive athletic programs, including one year of administrative responsibility.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.