

ATHLETIC COORDINATOR

General Definition of Work:

FLSA Status: Non-Exempt

Performs intermediate technical and professional work planning, organizing and implementing athletic programs; does related work as required. Work is performed under the general supervision of the Athletic Supervisor. Supervision is exercised over subordinate semiskilled employees.

Essential Functions/Typical Tasks:

Planning, organizing, and implementing athletic programs; supervising subordinate athletic personnel; maintaining records and files; preparing reports.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, organizes and directs a variety of indoor and outdoor athletic events and team sports for all age groups.
- Plans, organizes and promotes special events involving athletic competition.
- Resolves problems and disputes among participants and officials.
- Ensures proper use of equipment and facilities; prepares league schedules.
- Prepares work assignments and schedules.
- Recruits, trains and assigns coaches, score keepers, time keepers and other part-time and volunteer personnel.
- Checks on programs and ensures compliance with established policies and procedures.
- Enforces policies and procedures with respect to scheduling, registration of participants, payment of game officials, safety and insurance.
- Inventories all player equipment and ensures proper maintenance and storage.
- Makes periodic inspections of competitive activities and evaluates programs.
- Keeps records and makes reports of league and other activities.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of traditional as well as non-traditional sports and athletic programs and activities; thorough knowledge of modern principles and practices of recreation and physical education; ability to plan and supervise the work of subordinates; ability to prepare program proposals and evaluations; ability to communicate ideas effectively both orally and in writing; ability to use a variety of standard office equipment; ability to use a computer, including athletic related software; ability to establish and maintain effective working relationships with co-workers, community officials, associates, volunteer groups and the general public.

Education and Experience:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in recreation, health, physical education or related field and some experience in community or group recreation activities.

Physical Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, standing, walking, pushing, pulling, and lifting; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme heat, noise, and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

Special Requirements:

Must work nights, weekends, and holidays, as required. Possession of appropriate driver's license valid in the State of North Carolina. Must possess or be able to obtain CDL (P endorsement) within the first six months of employment. Must possess or be able to obtain first aid and CPR certificates within the first six months of employment. Certified Parks & Recreation Professional (CPRP) preferred.

Augustus W. Hill Jr

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Skills/Capabilities Profile:

Quick Learner Hard Worker Creative Trust Worthy Dependable Resourceful

Education:

East Carolina University Greenville, NC May 1991

Bachelor of Science in Recreation and Parks Management

Certification/Special Training:

CPR/First Aid Certified

NC Commercial Drivers License

Certified Pool Operator

NC High School Athletic Association Certified Basketball Official

Top Gun Girls Softball Official

Relevant Experience:

Athletic Coordinator, City of New Bern Park and Recreation

1999-Current

Developed athletic programs including various sports leagues and related events

Assisted in recruiting volunteers for various athletic programs

Planned, organized and implemented athletic programs and services

Finalized game brackets and communicated with team/tournament schedulers

Assistant Girls Basketball Coach New Bern High School 2011-2012

Organized and managed drills for player development

Assisted in teaching players the fundamentals of basketball