

CITY OF TEMPLE, GEORGIA
Job Description

Job Title: Athletic Coordinator/Field Maintenance Asst.

Department: Parks and Recreation

Pay Grade: 11

Major Function and Purpose: The Parks and Recreation Athletic Coordinator/Field Maintenance Assistant is a full-time FLSA non-exempt position. This position performs administrative, general operational and supervisory work, and assist in field preparation and maintenance for the Recreation Department. Responsibilities include planning, programming, developing, organizing, promoting, and assistance in maintaining the fields and grounds for all City athletic and leisure programs and facilities. This position reports directly to the Recreation Director and City Council.

Essential Job Functions for Athletic Coordinator/Field Maintenance Assistant

- Provides planning, developing, coordinating, scheduling and promotion of athletic and leisure programs for the City to include youth and adult athletics.
- Supervise, direct, and evaluate assigned staff, handling employee concerns and problems, assign work, mentor, and recommend disciplinary and other personnel action.
- Provides coordination, oversight and supervision for the City's athletic and recreation programs including the recruiting, training, scheduling, and management of all certified officials.
- Prepares and coordinates game scheduling of athletic programs.
- Maintain ongoing records of all special programs for use as reference material.
- Assists with developing the annual Recreation Department budget. Collect program fees and advertise when required.
- Recruit volunteers to help coach, teach, and assist when necessary. Arrange volunteer clinics to assist in introducing a positive program for our youth.
- Collaborate with Field Maintenance/Recreation Coordinator to maintain multiple ballfields to include marking, fencing, cutting, and other maintenance needs.
- Performs custodial duties, including but not limited to, cleaning park grounds, ballfields, restrooms, concession stands, field houses, gymnasium; and other miscellaneous custodial duties associated with maintaining clean buildings and facilities.
- Maintain pavilion and playground areas by emptying trash containers, maintain inspections, and keeping grass cut.
- Prepare park facilities for special events to include setup of chairs, tables, booths, stages, and tents, etc.
- Operates motorized equipment to include riding mowers, tractors, grooming machines, turf tricksters, pickup truck, and other associated equipment.
- Informs Recreation Director of any issues or information of relevance.
- Ensures safety of program participants and quality of program content; implements departmental policies related to athletic and recreation programs.
- Assist with Recreation Department camps and programs throughout the year.

- Plan long and short-term goals for the department.
- Attend local, district, and state meetings as official representative of the Recreation Department, when assigned.
- Assist in the oversight of all concession management, including but not limited to pricing, purchasing, vendor agreements, stocking, quality, inventory control, maintenance requests and equipment repair.
- Promote and maintain high morale and enthusiasm for the City of Temple.

Additional Job Functions

- Respond to questions, complaints and requests for information by telephone, in person or by mail from citizens, employees, department heads, etc.
- Instruct and counsel volunteer and part-time staff in coordinating activities, planning work of others, and day to day operations.
- Coordinate, coach, and supervise athletic programs.
- Respond and correct employee problems in a timely manner.
- Prepare, maintain and update files and logs following prescribed methods.
- Perform other duties as required.

Minimum Qualifications

Education and Experience

- Bachelor's Degree from an accredited college or university; Specialization in Parks and Recreation, Sports Management, Recreation Administration or Physical Education, with one year of progressive experience, preferably within a local government (or related); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for the job.
- AED/CPR/First Aid certified or get certified within six months.
- Valid Georgia Driver's License
- Proficient knowledge of Internet, Microsoft Office, N.A.Y.S. training, and G.R.P.A. rules and regulations.

Physical Demands: The work is performed while sitting, standing, walking, bending, crouching, or stooping. 40% of the work is performed outdoors. The employee must be able to lift at least 50lbs. The employee must be able to operate a motor vehicle and/or heavy-duty lawn equipment.

Knowledge, Skills, and Abilities

Knowledge of: Cleaning techniques, equipment, and compounds; and their proper usage. Safe operating procedures for motorized equipment and tools; basic repair and maintenance for general equipment used in building and grounds maintenance.

Skills in: Marking fields, safety operating machines, and maintaining equipment

Mental and Physical Abilities to: Read and comprehend verbal and written instructions, guidelines and objectives; converse with parents, coaches, volunteers, employees, and the public; use discretion and insight in carrying out City business; to stand, stoop, climb, balance, kneel, crouch, stand, walk, reach, and lift and move up to 50lbs; work extended hours beyond the 40-

hour work week, including select evenings and weekends; maintain teamwork, problem solve, and communicate interdepartmentally; and be available to work in the event of a disaster to assist with recovery response efforts; record and deliver information to supervisors and elected officials; explain procedures and policies; perform under pressure and emergency situations; deal with people (staff, supervisors, general public and elected officials); interpret departmental policies and procedures; multitask in a challenging environment; create and maintain a positive image with members of the public; and maintain effective communication with co-workers and management.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.