

ATHLETIC COORDINATOR – PARKS & RECREATION

JOB TITLE: ATHLETIC COORDINATOR (PART TIME)

DEPARTMENT: PARKS AND RECREATION

High school diploma or GED; supplemented by college level coursework in recreation preferred; supplemented by three (3) years previous experience and/or training that include planning and implementing youth sports program. Excellent interpersonal skills and conflict management. Must possess and maintain a valid Georgia driver's license.

NATURE OF WORK:

The purpose of this classification is to create and promote athletic programs for the youth and adults of the County and manage the facilities, grounds and finances of the assigned park.

ESSENTIAL FUNCTIONS:

Reports directly to Athletic Coordinator and Deputy Administrator Athletics Coordinator; conducts registration; assigns participants to proper team; collects and accounts for registration fees and concessions receipts; makes daily bank deposit; prepares daily cash reports; maintains updated financial records and reports to the Deputy Administrator Athletics. Assists with the inventory, bidding and purchase of equipment, trophies, and uniforms. Maintains grounds and facilities in assigned park, in conjunction with Parks Maintenance staff. All parks and facilities are expected to be maintained according to maintenance standards set by management and any deviations from the maintenance plan shall be approved in advance by the Director, or his designee. Provides a safe, clean, and fun environment for all participants. Promotes safety and sportsmanship in all programs. Prepares a variety of paperwork and reports; completes work orders, incident reports, and weekly activity reports; composes letters and correspondence; prepares game schedules; composes computerized lists of active program participants; composes a set of draft competitive and noncompetitive rules. Answers the telephone, make copies, and delivers letters and documents. Line ball fields. Performs other related duties as required.

Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.