

Clayton County	
Title: Athletic Coordinator Class Code: RC110	

PURPOSE OF CLASSIFICATION

Creates and promotes athletic programs for the youth and adults of the County and manages the facilities, grounds, and finances of the assigned park. This position carries a large degree of fiscal responsibility and requires a high level of integrity in handling County funds. Reports directly to Athletic Supervisor and Athletic Manager.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Conducts registration; assigns participants to proper team; collects and accounts for registration fees and concessions receipts; makes daily bank deposit; prepares daily cash report. Maintains updated financial records and reports to the Fiscal/Procurement Coordinator on a weekly basis.

Assists Fiscal/Procurement Coordinator 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. The safety of all grounds and facilities within the assigned park is a top priority.

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 and types letters and correspondence; prepares game schedules; composes computerized lists of active program participants; composes a set of draft competitive and non-competitive rules.

Reviews and updates Youth Sports Manual and all other sports rules and regulations. Carries out all decisions rendered by the Review Committee and remains impartial in all activities within assigned park.

Communicates the Parks and Recreation Mission Statement, goals, objectives, and expected code of conduct to all participants. Acts as an agent of Clayton County and an advocate for Parks and Recreation.



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Follows chain of command; makes every effort to handle all park issues; and in the event assistance is needed, properly notifies next step in the chain of command.
Inspects parks for maintenance needs and safety; makes decisions on condition of playing fields during inclement weather.

Oversees tryouts and drafts of teams; attends and organizes opening day and closing ceremonies.

Ensures all coaches are certified; notifies coaches of clinics.

Oversees community service workers.

Makes recommendations on park and facility improvements.

ADDITIONAL FUNCTIONS

Answers the telephone, makes copies, and delivers letters and documents.

Ensures that all participants are covered by insurance.

Lines ball fields.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High School Diploma or GED; supplemented by college level coursework in recreation preferred; supplemented by three (3) years previous experience and/or training that includes planning and implementing youth sports programs; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Excellent interpersonal skills and conflict management. Must possess and maintain a valid Georgia driver's license.



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ADA COMPLIANCE

Physical Ability: Tasks require the regular, and at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling and that may involve some lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (20-50 pounds, and occasionally up to 100 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature extremes, machinery, traffic hazards, or violence.

