

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Community Sports Coordinator</u>
Sch.& Grade	<u>PAT-7</u>
Class Code	<u>BE43</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Recreation</u>

PRIMARY PURPOSE:

Supervises, coordinates, and directs staff in carrying out sports programs, associated activities, and sports facility management for the Springfield-Greene County Parks Department.

SUPERVISION:

Under direct supervision of assigned park manager depending on departmental assignment. Supervises a large staff of employees.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Supervises, plans, organizes, directs, coordinates and guides staff in carrying out sports programs for the Springfield-Greene County Parks Department.
2. Handles staffing issues including recruiting, interviewing, hiring, training, monitoring, and evaluating regular, seasonal and contractual staff members. Provides support, guidance, and leadership to employees.
3. Develops schedules, rules and procedures for sports activities, which often requires city and countywide coordination.
4. Prepares information that is distributed to managers, sponsors, staff and officials regarding sports program policies and operations.
5. Conducts suspension proceedings with players and managers as assigned.
6. Oversees ordering, storage, and inventory of all Pro Shop and related products and develops methods of preparing, selling, and displaying all Pro Shop merchandise.
7. Prepares, implements and monitors budget; maintains financial records.
8. Conducts in-service training for staff and participants.
9. Serves the Recreation Division as a support team member in the development and delivery of sports activities.
10. Develops and implements short and long-range program plans based upon a needs assessment.
11. Evaluates programs and services and makes recommendations based on findings.
12. Promotes programs and services by developing and distributing informational materials, media releases, and personal contacts.
13. Travels to a wide variety of recreation program location sites, community centers, sports centers, schools, and transports equipment as required.
14. Acts as the facility manager as assigned to a specific recreational facility.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops, seminars, and other training for professional development purposes.
2. Utilizes appropriate computer software applications such as word processing, spreadsheet, and/or database.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles, procedures, and techniques in developing and directing sports programs; knowledge of rules and officiating skills needed in the sports of ice hockey, softball, baseball, basketball, volleyball, track, football; supervision techniques.

Abilities

Effectively supervise and coordinate staff for community sports programs; manage multiple sports facilities which include but not limited to ice park, softball, baseball, basketball, volleyball, track, and/or football; analyze and evaluate sports programs and supply appropriate information pertaining to management such as marketing and budget information; communicate clear goals and objectives for sports program management; make sound recommendations utilizing judgment; work effectively and courteously with outside sports associations and agencies, program participants, as well as associates and the general public; follow oral and written instructions; present an overall professional image; communicate effectively both verbally and in writing; maintain accurate records and prepare clear and comprehensive reports; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Requires graduation from an accredited college or university with a Bachelor’s degree in Recreation, Physical Education, Business Administration or a closely related area plus one year of experience in developing and supervising recreational sports programs. Directly related experience in developing and supervising recreational sports programs may be substituted for the educational requirement on a year-for-year basis.

Physical Requirements

Performs bending and reaching to both ground level and overhead; lifts, carries, pushes and pulls 60 pounds; holds and grips objects.

Working Environment

Both indoor and outdoor working environment; may be exposed to extreme heat, cold, dust, and/or pollen when supervising or coordinating recreational programs and/or events held outdoors.

Licensing/Certification

Certified Parks & Recreation Professional (CPRP) is desirable. Sports specific certifications are also desirable. If operating a motor vehicle for the purpose of completing job duties, must possess a valid Missouri Motor Vehicle Operator's license.

Miscellaneous Requirements

Subject to working some weekend and evening hours.

Last Revision:	February 8, 2012	GENERAL ORDINANCE NO. 4906
Comments:	Updated Abilities	Date: June 21, 1999

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____