Title: Coordinator, Recreational Sports

Pay Scale Group: 16

Essential Function

Under general supervision from a designated administrator, manage the activities of recreational sports program.

Characteristic Duties

• Plan and organize the operational activities of recreational sports programs.

• Develop, manage and evaluate recreational sports programs, materials, marketing and goals.

• Manage inventory, maintenance, repair and replacement of equipment.

• Recommend, develop and implement rules and regulations for recreational sports activities.

• Assist with development, implementation and interpretation of policies and procedures as they apply to program staff.

• Manage scheduling of times, dates and locations for recreational sports activities.

• Maintain a safe environment for recreational sports activities.

• Resolve participant issues and disputes.

• Train recreational sports staff.

• Assign work; ensure proper workflow of the unit; and act as lead worker for student employees and persons under personal service contract.

• May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

• Perform related duties based on departmental need.

Minimum Qualifications

• Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Experience must be in managing recreational sports activities. Experience may require at least one (1) year supervision.

Last updated: July 2003