JOB DESCRIPTION
CITY OF JOPLIN
ATHLETIC COORDINATOR

TITLE: ATHLETIC COORDINATOR

DEPARTMENT: PARKS & RECREATION

DESCRIPTION:

Under the supervision of the Recreation Coordinator, the Athletic Coordinator will provide assistance with the assessment, planning, implementation, and evaluation of sports and recreation activities for people of all ages and abilities. Specific duties are discussed in interviews, but may include, but not limited to, the following: facilitating, supervising, and/or instructing recreational activities, assisting with public marketing events/festivals, and working on projects in general program/office administration. Employee will assist in the daily operation and programming of the Joplin Athletic Complex.

A primary function of this job is to ensure that each visitor/customer/participant receives the highest caliber service.

GENERAL DUTIES AND RESPONSIBILITIES:

THE FOLLOWING DUTIES ARE NORMAL FOR THIS TITLE. THESE ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.

- Attendance and dependability. Must maintain confidentiality.

GENERAL TASKS AND RESPONSIBILITIES:

WHILE FOLLOWING TASKS ARE NECESSARY FOR THIS POSITION, THEY ARE NOT AN ESSENTIAL PART OF THE DUTIES OF THIS POSITION AND MAY ALSO BE PERFORMED BY OTHER EMPLOYEES.

- Assist in assessing, planning, implementing, and evaluating recreation activities, as listed above.
- Preparation of site and equipment for activity with proper clean up at the end of each activity.
- Inform Recreation Coordinator of any program delivery issues or concerns, equipment concerns or maintenance needs.
- Oversee and assist the concession stand during activities and follows cash handling procedures.
- Attended required program staff meetings and trainings.
- Enforce program rules, policies and procedures.
- Adhere to proper safety precautions and dress code.
- Create a nurturing, positive and professional environment while promoting program policies and procedures amongst staff, volunteers and community.
- Communicate clearly, honestly, and respectfully with all staff, participants, parents, volunteers and general public.
- Present yourself in a professional manner and treat all people with respect.
- All other duties as specified.

OTHER TASKS, DUTIES AND RESPONSIBILITIES:

- The duties and responsibilities listed in this job description shall not to be construed as an exclusive or all inclusive list of the duties with this position.
- The supervisor may on occasion assign other duties which are not specifically listed in this job description, provided the employee is qualified and certified/licensed to perform these additional functions.
- This position does require working some evenings, weekends, and Holidays.
- Flexible schedule is required.

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GENERAL PHYSICAL REQUIREMENTS:

LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION

- Ability to establish and maintain effective working relationships with City employees and the general public.
- Communicate effectively with students and motivate children.

MATHEMATICAL ABILITY

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Knowledge of appropriate regulations and safety procedures.

PHYSICAL REQUIRMENTS

- Requires high levels of sitting and standing; manual dexterity sufficient to operate essential job related equipment such as computers, typewriters, FAX machines, copiers, and telephones; may require color and depth perception.
- Must be sighted, hearing, and mobile to such a degree as not to compromise safety rules or the safety of self or others while working.

ENVIRONMENTAL ADAPTABILITY

- Demonstrate all appropriate techniques and procedures for the activity.

GENERAL QUALIFICATIONS:

- High School or GED equivalent.
- Applicant must be 18 years of age or older.
- Commitment to a positive, fun and team-oriented working environment.
- Ability to work effectively with children and adults.
- Strong interpersonal and communication skills.
- Must possess a valid driver's license and be able to successfully complete a thorough background check, and successfully complete a physical exam and drug test.

Employee Name (Please Print) _____ Date _____

Employee Name (Signature) _____

PARKS & RECREATION DEPARTMENT
ORDINANCE #:

APPROVED:
PAY RANGE: 620