CITY OF JOPLIN MISSOURI

Job Description

Job Title:	Athletic Coordinator	Classification:	Unclassified
Department:	Parks and Recreation	Grade:	620
Status:	Seasonal	FLSA:	Non-Exempt

Primary Purpose

Under general supervision; assists with the planning, implementation, and evaluation of sports and recreation activities for people of all ages and abilities. Additionally, this position assists with facility rentals and programs held at the Joplin Athletic Complex and/or Joe Becker Stadium.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Opens and closes sports and recreational facilities; ensures facilities are properly cleaned, maintained, and secured.
2. Oversees and assists the concession stand staff before, during, and after hours of operation; ensures application and compliance of cash handling procedures.
3. Assists the Recreation Coordinators by implementing and instructing recreational programs as needed.
4. Informs Recreation Coordinators of program delivery issues or concerns, equipment concerns, or maintenance needs.
5. Enforces program and facility rules, policies, and procedures as needed.
6. Creates a positive and professional environment while promoting programs, policies, and procedures amongst staff, volunteers, and community.
7. Communicates professionally with staff, participants, parents, volunteers, and the general public. Responds to the public regarding complaints, comments, or suggestions regarding the facilities or activities.
8. Contributes effectively to the Parks Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Completes incident reports; ensures site safety for players and visitors.
- Assists referees and officials during program duration. Submits rosters and score sheets to Recreation Coordinators.
- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Appropriate regulations and safety procedures in outdoor facilities and programs; variety of athletic games or programming; general philosophy, principles, and practices of public recreation and community services program; specific principles, practices, and methods of program development and supervision; Microsoft Office Suite.

Skill in: Communicating effectively with students and motivating children; working effectively with children and adults; strong interpersonal and communication skills; communicating clearly and effectively, both orally and in writing; Microsoft Office Suite.

Education: High school diploma or GED equivalent required.

Experience: Prior experience in sports programming, supporting athletic events, concession stand, both cash handling and food service, and/or supervisory experience is preferred.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. CPR and First Aid certification is preferred.

Physical Demands Requirements and Working Conditions

This is primarily a field position as work is generally performed at a recreation site or facility; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull. Employees may be required to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Employees often participate by leading, teaching or engaging in the activity with participants or athletes.

Employees work in an environment with moderate noise levels, controlled temperature conditions, and may be exposed to hazardous chemicals and fumes if working in the pool area. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. This seasonal position requires working evenings, weekends, and holidays, as needed. Must be 18 years of age or older.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	