



## **CITY OF CALEXICO**

### **CLASS TITLE: COMMUNITY SPORTS COORDINATOR**

**MONTHLY: \$3,219 - \$3,913**

**RANGE: G-25**

### **BASIC FUNCTION:**

Under the direction of the Community Services Director, plan, organize, coordinate and implement sports and related league, recreation and leisure events and activities for the community; coordinate communications, information, marketing and personnel to meet community sports needs and assure smooth and efficient activities; train and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Plan, organize, coordinate and implement youth and adult sports and related league, recreation and leisure events and activities for the community; establish and maintain related time lines and priorities; monitor, evaluate and adjust sports programs and services in response to community needs; assure related activities comply with established rules, regulations, policies and procedures.

Coordinate communications, information, marketing and personnel to meet community sports needs and assure smooth and efficient activities; develop and implement community sports programs, services, leagues, clinics, events, projects, plans, goals, objectives and activities; coordinate and assist with registration activities for sports programs, leagues and clinics.

Train and evaluate the performance of assigned personnel; interview employees and recommend hires, transfers, reassignment, termination and disciplinary actions; schedule and assign employee duties and review work to assure accuracy, completeness and compliance with established standards policies and procedures; monitor staffing needs and initiate recruitment activities as appropriate.

Serve as a liaison and coordinate communications and information related to community sports programs, events and activities between personnel, outside agencies and the public; collaborate with community organizations, agencies and groups in providing sports and recreation services to the community; establish and maintain partnerships.

Develop and arrange calendars and schedules for sports events, leagues and activities; reserve facilities, arrange facility usage and coordinate event preparations; coach league teams; supervise daily drop-in activities at recreation facilities and sites; oversee, participate and assure proper set-up of sports equipment and supplies; oversee and assist with the maintenance of sports facilities.

Serve as a technical resources concerning sports programs and leagues; respond to inquires and

**October 2006**

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provide information concerning events, activities, registration, requirements, schedules, policies and procedures; resolve issues and conflicts as needed.

Coordinate and provide marketing services to enhance public awareness of sports leagues, programs and events; prepare and distribute promotional and informational materials such as brochures, fliers and news articles concerning sports leagues, events and activities.

Monitor and evaluate sports programs, events and activities for financial effectiveness and operational efficiency; receive and respond to administrative, staff and public input concerning community sports and recreation needs; develop and implement policies, processes and procedures to enhance the financial effectiveness and operational efficiency of sports programs and services.

Assist in assuring adequate resources to meet community recreation needs; monitor equipment and supply needs and recommend purchases as appropriate; pick up and distribute equipment as needed; check recreation equipment in and out to the public and outside organizations; process and follow up on facility requests by outside agencies.

Compile information and prepare and maintain a variety of narrative and statistical records, reports and files related to sports programs, leagues, events, schedules, revenue, expenditures, projects, budgets and assigned activities; review and maintain sports program rosters.

Assist in the development and preparation of the annual preliminary budget for sports programs, leagues, events and activities; review and evaluate budgetary and financial data; assist in assuring expenditures comply with established limitations

Communicate with City personnel and various outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns; initiate and receive telephone calls; prepare, distribute and respond to a variety of correspondence.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work; utilize a variety of sports equipment such as electronic scoreboards, timers and chalk machines.

Coordinate personnel, events, programs and activities to assure safe work practices and public safety during sports events and activities; inspect facilities to identify and report damage and safety hazards.

Attend and conduct a variety of meetings as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization, coordination and implementation of youth and adult sports and related league, recreation and leisure events and activities for the community.

Practices, procedures and techniques involved in the planning, scheduling, development and

implementation of sports leagues, events and activities.  
Rules, regulations, standards, equipment, materials and set-up of organized sports.  
General marketing and promotional practices, procedures and techniques.  
Organization, operations, policies and objectives of community sports, events and activities.  
Principles and practices of supervision and training.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Basic budget preparation and control.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.  
Record-keeping and report preparation techniques.  
Basic public relations techniques.  
Mathematic calculations.

**ABILITY TO:**

Plan, organize, coordinate and implement sports and related league, recreation and leisure events and activities for the community.  
Coordinate communications, information, marketing and personnel to meet community sports needs and assure smooth and efficient activities.  
Train and evaluate the performance of assigned personnel.  
Develop and implement community sports programs, services, leagues, clinics, events, projects, plans, goals, objectives and activities.  
Collaborate with community organizations, agencies and groups in providing sports and recreation services to the community.  
Develop and arrange calendars and schedules for sports events, leagues and activities.  
Oversee, participate and assure proper set-up of sports equipment and supplies.  
Coordinate and provide marketing services and materials to enhance public awareness of sports leagues, programs, events and activities.  
Communicate effectively both orally and in writing.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Prepare and maintain a variety of narrative and statistical records and reports.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: associate's degree with course work in social services, recreation, public administration or related field and two years increasingly responsible experience working with community activities or programs, social services, sports leagues, recreation or related services.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.