

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB385 Athletic Coordinator
<b>POSITION #/TITLE:</b> 1041 Athletic Coordinator	<b>Adopted:</b> 02-05
	<b>Revised:</b> 01-08

<b>POSITION DESCRIPTION</b>
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<b>Dept /Division:</b> Parks & Recreation/Recreation	<b>Manager Level:</b> Supervisor
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 07
<b>Reports To Position #/Job Code #/JC Title:</b> 2427/NB362/Recreation Superintendent	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>City Overtime Status (Employee Type):</b> Exempt (Salaried)
<b>Physical Demand Rating:</b> Light	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Job fit assessment
<b>Personal Protective Equipment:</b> None	

<b>General Statement of Duties</b>
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Organizes, and coordinates primarily youth sports programs & activities for the Recreation Division; performs related work as required.

<b>Distinguishing Features of the Class</b>
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Considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of seasonal/hourly staff and volunteers.

<b>Examples of Essential Work (Illustrative Only)</b>
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Assumes full responsibility for the development, planning & coordination of the youth sports program;  
 Supervises work and assigns duties of seasonal staff and volunteers;  
 Hires, trains and evaluates seasonal staff;  
 Handles patron concerns and problems of discipline;  
 Promotes good relations with general public and any other groups, sponsors & partners;  
 Promotes good working relations among staff;  
 Prepares and inputs seasonal staff payroll;  
 Prepares, maintains and submits any records or reports of youth sports operations as required;  
 Makes suggestions about what areas to focus the budget on;  
 Responsible for monitoring and remaining within program budget boundaries;  
 Oversees all youth sports programs occurring at various sites;  
 Assists with general athletics operations;  
 Administers first aid and CPR;  
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;  
 Attends work regularly at the designated place and time;  
 Supports continuous process improvement initiatives;  
 Performs related work as required.

<b>Required Knowledge and Abilities</b>
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Knowledge of programming concepts in youth sports;  
 Ability to schedule and supervise seasonal staff in an efficient and effective manner;  
 Ability to plan and evaluate activities for youth sports;  
 Ability to deal with public in a tactful, courteous and effective manner;

Ability to schedule and supervise staff in an efficient and effective matter;  
Ability to administer first aid and CPR;  
Skill in organizing program records and activities;  
Skill in handling, accounting, and preparing financial records;  
Skill in preparation and analysis of records and forms relative to youth sports programming;  
Skill in recognizing the changing needs of the users and modifying activities accordingly;  
Ability to organize, coordinate and direct volunteers;  
Ability to prepare accurate & reliable reports containing findings, conclusions and recommendations;  
Ability to operate personal computer using program applications appropriate to assigned duties and responsibilities;  
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;  
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;  
Ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Graduation from an accredited college or university with a Bachelor's Degree in Leisure Studies or related field; and  
Strong youth sports background and experience; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Required Special Qualifications**

Valid Iowa driver's license

### **Essential Physical Abilities**

Requires the following, with or without reasonable accommodation:  
Sufficient clarity of speech and hearing which permits the employee to communicate effectively;  
Sufficient vision which permits the employee to review a wide variety of written correspondence, reports and related material;  
Sufficient manual dexterity which permits the employee to operate computerized equipment;  
Sufficient personal mobility which permits the employee to work throughout various locations, both indoors and outdoors.