



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Athletic Lead	Job Code:
Reports to: Director of Recreation and Sport Management	FLSA Status: Exempt
Department: Recreation	Approved by BOC:

Class specifications are intended to present a descriptive list of the range of duties employees perform in the class. Specifications do not reflect all duties performed within the job.

Position Overview:

This position is responsible for planning and developing a comprehensive athletic program serving the entire county, working closely with staff, parents, and children to provide a sound, well-rounded athletic experience.

Principal Duties and Responsibilities (Essential Functions):**

Assist the Director and Assistant Directors in the daily operation of the athletics division, covering all activities of full-time athletic staff.

Oversee recruiting, hiring, and training of all part-time staff.

Ensure volunteer coach applications and background checks are completed and collected for each sport.

Supervise athletic functions, travel with teams, resolve participant conflicts, and represent the department in public forums to maintain professional community relationships.

Support weekly staff meetings and hold full-time staff accountable through coaching, performance reviews, and disciplinary measures when necessary.

Coordinate, implement, and assist with special events (e.g., weekend tournaments, local track meets, evaluations, all-star tryouts/games, community events).

Manage marketing and public relations tasks for the athletic division, including flyers, news releases, brochure content, and photographs.

Attend professional development conferences/workshops and serve on Georgia Recreation & Park Association (GRPA) committees at the district and state levels.

Perform other related duties as assigned.



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ADDITIONAL FUNCTIONS

Assists other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college-level coursework or vocational training in recreation; three (3) years of experience organizing recreational activities, or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Principles and practices of modern recreation administration, methods, and supervision.

Community organizations and resources.

Recordkeeping, basic accounting, and budgeting procedures.

Ability to establish and maintain effective working relationships with the public and employees.

Ability to adapt recreational and training programs to public needs.

Ability to prepare and present effective oral and written informational material.

Skill in operating office equipment, including a computer.

PERFORMANCE APTITUDES

Data Utilization:

Requires the ability to review, classify, categorize, prioritize, and/or analyze data. This includes exercising discretion in determining data classification and referencing such analysis to established standards to recognize actual or probable interactive effects and relationships.

Human Interaction:



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Requires the ability to apply principles of persuasion and/or influence.

Equipment, Machinery, Tools, and Materials Utilization:

Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude:

Requires utilizing various references, descriptive, and/or advisory data and information.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning:

Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning:

Requires the ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability:

Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements:



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Some tasks require the ability to perceive and discriminate between sounds and visual cues or signals, while others require the ability to communicate orally.

Environmental Factors:

Essential functions are regularly performed without exposure to adverse environmental conditions.

** To comply with regulations by the Americans with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and result of the duties rather than how they are performed. The following definition applies: a job function is essential if removing that function would fundamentally change the job.

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