



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Athletic Coordinator	Job Code: 0506501
Reports to: Director of Recreation and Sport Management	FLSA Status: Exempt
Department: Recreation	

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

Position Overview:

The purpose of this classification is to plan, coordinate, organize, develop, and schedule recreational activities for the citizens of Effingham County.

Principal Duties and Responsibilities (Essential Functions):**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Develops teams and master schedules for youth and adult baseball, softball, and basketball, and youth football and cheerleading; inputs team in sports scheduler; places time, date, and location of each game; generates and proofs master schedules; circulates master schedules.

Develops playoff brackets for all sports; supervises and attends games in all sports; organizes and conducts end of season tournaments.

Observes players, coaches, and officials and meets with coaches/officials to answer questions to resolve problems.

Plans and coordinates all star selections; conducts and presides over all star meetings, counts ballots, and performs other related functions.

Develops rules and regulations for various sports and athletic activities by utilizing G.R.P.A. manual and other rule books.

Develops athletic policies and procedures.

Assigns, organizes, and coordinates all make up athletic activities.



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Recruits and motivates volunteers and part-time employees.

Plans, organizes, coordinates, and directs drafting of all athletic teams for Effingham County and all athletic associations in all youth sports.

Performs work on field for maintenance and markings.

Attends meetings; plans, organizes, and conducts coaches' meetings for various athletic programs; presents and discusses rules and issues necessary equipment.

Coordinates practice schedule for athletic fields and gyms.

Organizes, coordinates, and assists with cheerleading program; coordinates skating programs.

Plans and conducts youth sports camps; plans organizes, and conducts preseason tournaments and Jamboree in youth athletics.

Assists the Director by planning new facilities and recommending improvements for present facilities; arranges for the use of school facilities as needed.

Purchases supplies for concession stands; coordinates concession stand program.

Coordinates and conducts certification program.

Develops financial reports for programs; prepares coaches sheets; prepares flyers; prepares or completes various forms, reports, correspondence, or other documents.

Orders trophies and t-shirts.

Organizes Senior Olympics.

Receives various forms, reports, correspondence, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate; files results of each season.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, or other software programs.



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Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

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

PERFORMANCE APTITUDES

Data Utilization:

Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction:

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.



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Verbal Aptitude:

Requires the ability to utilize a wide variety of reference, 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 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:

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



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Environmental Factors:

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

** To comply with regulations by the American 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 the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.