

COORDINATOR - ELEMENTARY AFTER-SCHOOL SPORTS

Purpose Statement

The job of Coordinator - Elementary After-School Sports was established for the purpose/s of planning, promoting, and managing a comprehensive after-school sports program for 5th and 6th grade students.

This job reports to District Administrative Athletics/Activities Manager

Essential Functions

- Collaborates with district personnel (e.g. maintaining services and programs, resolving issues) for the purpose of coordinating 5th and 6th grade sports programs.
- Coordinates sports programs for the purpose of delivering services in conformance with District objectives.
- Develops meetings, workshops, and seminars for the purpose of training coaches and referees for specific sports and sporting events.
- Develops programs and schedules for the purpose of promoting sport specific skill development and opportunities for all 5th and 6th grade students.
- Establishes working environment with building site and community personnel for the purpose of providing appropriate facilities for sports events.
- Participates in meetings, seminars, trainings for the purpose of acquiring and providing information.
- Prepares a variety of sport specific written material (e.g. handbooks, letters, memos, activity logs, calendars, etc.) for the purpose of conveying information and providing a written reference for coaches, referees, parents, and students.
- Responds to inquiries from district and community personnel, parents, and students for the purpose of providing information and/or direction regarding sports programs.
- Serves as liaison between the district and community entities involved in sports programs in a professional manner (e.g. maintains healthy working relationships; clear, open communication) for the purpose of providing the best possible programs for students.
- Supervises personnel (e.g. coaches, assistant coaches, etc.) for the purpose of maintaining adequate staffing, enhancing productivity, and achieving Athletic Department objectives.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices, planning and managing projects, using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; and knowledge of specific sports rules.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities, communicating with diverse groups, maintaining confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team, and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 25% sitting, 25% walking, and 50% standing. The job is performed under minimal temperature variations.

Experience Job related experience is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

CPR/AED First Aid Certificate within 30 days of hire

Continuing Educ. / Training

None Specified

Clearances

None Specified

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 49

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____