

Heard County Recreation Department Job Description

Title: Athletic Director/coordinator

Department: Parks and Recreation

Note: Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Reports to: Director (must make the Director aware of all instances and keep the Director informed on a daily basis)

Staff responsible for: Full-time and part-time grounds crew and seasonal employees (score keepers, score book keepers, gate workers, and concession workers)

Under the direction of the Director, the employee helps organize and supervises athletic events, and use of all facilities. Establishes and ensures adherence to league rules, conducts meetings (with coaches, seasonal employees, full-time employees and part-time employees). Ensures athletic facilities and grounds are properly maintained. Promotes good public relations.

A. Organization and Supervision of Athletic Events

1. Organizes and oversees the activities of athletic league and other events as directed.
2. Ensures adherence to rules and regulations of athletic league and events.
3. Preparing team schedules.
4. Conducts organizational meetings with coaches, teams and parents.
5. Ensures seasonal employees have been scheduled for all events.
6. Ensures media has correct information about events and registration.
7. Organization of all stored equipment.
8. Ensure all equipment is complete and safe to use.
9. Ensures all facilities are in proper condition for use.
10. Reschedules postponed events and ensure notifications to all involved.
11. Ensures coaches, teams and other agencies are notified of cancelled events.
12. Attends league meetings.
13. Issuance of equipment to coaches and players.
14. Responsible for the return of equipment from coaches and players.
15. Responsible for the scheduling of all events and facility use.

B. Athletic Facilities and Grounds Maintenance

1. Ensures fields, grounds and all facilities are maintained properly for scheduled events.
2. Assists maintenance crews to perform athletic field and grounds maintenance.
3. Performs daily maintenance on athletic fields as needed.

C. Knowledge, Skills and Abilities

1. Knowledge of county policies and league policies and rules pertaining to each activity.
2. Knowledge of safety rules.
3. Specific knowledge of rules, equipment, coaching techniques, etc. pertaining to all sports and athletic events and games offered by this department.
4. Ability and willingness to communicate with supervisor, co-workers, and general public in person and all other means of communication.
5. Ability to address groups, both large and small.
6. Writing skills to compose written documents.
7. Ability to work independently.
8. Ability to supervise the work of others.
9. Ability to give clear and concise instructions.
10. Ability to work nonstandard hours, holidays, nights and weekends when needed.

I have read and understand the description of my job as Athletic Director at Heard Co. Recreation Department. I understand that this description is not all inclusive, and that any task or job added by the director is a part of my duties.

Signature of Athletic Director

Date