

GRAND FORKS PARK DISTRICT
Position Description

Position: Recreation Coordinator – Youth Sports #2

Incumbent:

Status: Exempt

The position description presented below is intended to present a descriptive list of the range of duties performed by employees in this position. These specifications are not intended to reflect all the duties performed within the job.

A: STATEMENT OF PURPOSE

This position is responsible for the development, implementation and evaluation of the district's youth sports programs and the scheduling of facilities where they are held. The position is one of three senior recreation managers that report to the Superintendent of Recreation as part of the department's management team.

B: DUTIES/RESPONSIBILITIES/STANDARDS

Critical Element # 1

Coordinates aspects of youth sports including staffing and programming.

Expectations

1. Co-coordinates the recruitment, selection, training, evaluation and discipline of staff.
2. Facilitates all new and returning baseball, softball and hockey staff orientations
3. Manages the coordination and scheduling of staff, activities, and tournaments for the baseball programs.
4. Coordinates the In-House Hockey Program.
5. Co-coordinates Baseball/Softball programs.
6. Prepares well thought out youth sports practice and game schedule.

Critical Element #2

Schedules facilities and fields.

Expectations

7. Schedules Apollo & Kraft fields.
8. Schedules baseball practice fields.
9. Prepares and sends invoices and statements for sports facility rentals by user groups.

Critical Element # 3

Assists the Superintendent of Recreation with the budgeting of Park District Youth Sports Programs.

Expectations

10. Prepares program staff salary projections for budget preparation of the coming year.
11. Forecasts program supplies needed for coming year.
12. Receives, codes, and submits payments in accordance to Park District Policy.
13. Monthly evaluates and oversees youth sports program budgets to determine the status of funds.

Critical Element # 4

In conjunction with the Center Court Fitness Manager, the Recreation Coordinator – Youth Sports, and the Recreation Coordinator – Cultural Events, acts as a member of the recreation team in advising and assisting the Superintendent of Recreation with policy issues affecting the department.

Expectations

14. Maintains currency with park board policies.
15. Keeps current with the trends and changes of national and state youth sports programs rules and regulations.
16. Provides written and oral reports requested by the Superintendent of Recreation in a timely manner.
17. Assists the other recreation coordinators with projects and events.

Critical Element # 5

Represents the Recreation Department at local, state, and national affiliations and organizations as assigned.

Expectations

18. Acts as a resource person and department representative to community, regional, and state affiliates regarding youth sports programs.
19. Is involved with organizations such as: NDAHA, NDRPA, NRPA, Babe Ruth Baseball, and other agencies that are associated with the Park District Youth Sports Programs.
20. Represents the District on the American Legion Committee.
21. Serves as the secretary for the Youth Baseball & Softball Associations.

Critical Element # 6

Prepares and manages the recreation program policy and guidelines for participants, parents, supervisors, and coaches.

Expectations

22. Develops and maintains the sports program policies in relation to national organizational standards.
23. Conveys, through orientations and meetings, the park district philosophy, mission, and program structure.
24. Prepares official sports documents for individual participants, coaches and teams for association leagues.
25. Prepares and delivers Park District sports program policy handbooks for parents and participants.
26. Structures and operates the District's youth sports programming to maintain proper involvement by parents and other adults.

C: KNOWLEDGE/SKILLS/ABILITIES

1. A four year undergraduate degree in recreation or a related field from an accredited institution.
2. Demonstrated ability to coordinate youth sports programming and practices.
3. Knowledge and experience in the preparation of budget estimates/forecasts.
4. A minimum of two years progressive experience in a recreation setting.
5. Good written and oral communication skills.
6. Ability to deal effectively with the public and media.
7. A general understanding of computer applications.
8. Must possess a valid driver's license and clear driving record.

D: SUPERVISORY

This position involves direct supervisory responsibility over the following seasonal positions:

1. Program Supervisors
2. Coaches and Instructors

E: CONTACTS

This position requires close contact with other recreation professionals, members of the public, and some contact with members of the park district board, the media, other government and private sector officials and professional consultants.

F: CONSEQUENCE OF ERRORS

Because of frequency of contact with officials external to the department, errors in judgment could have substantial negative technical and political ramifications for the department.

G: WORKING ENVIRONMENT

The position requires extensive out of office work.

DISCRIMINATION AGAINST THE DISABLED

The 1990 Americans With Disabilities Act (ADA) prohibits employment related discrimination on the basis of disability. The Grand Forks Park District is an equal employment opportunity employer and does not discriminate on the basis of disability.

The Park District guarantees that all current and prospective employees who are protected by the provisions of the ADA have a right to a work place free of discrimination.

The Park District guarantees that it will make **reasonable accommodation** to all disabled employees provided that the accommodation does not pose an undue hardship on the employer.

Unlawful discrimination occurs when:

1. A qualified disabled job applicant is denied employment solely on the basis of disability;
2. The employer refuses to make reasonable accommodation to assist in the performance of the employee's duties.
3. Promotion, training, salary, benefits, and sanction decisions are made on the basis of disability.

Any employee who is aware of discriminatory employment practices against a disabled employee or prospective employee should immediately notify the supervisor or Director.

Any employee found to be intentionally discriminating against a disabled employee or prospective employee should immediately notify the supervisor or Director.

Any employee found to be intentionally discriminating against a disabled employee or prospective employee will be subject to disciplinary action including dismissal.