

## **Play Action Sports. Dance & Fitness Sports Coordinator job description**

**Title:** Sports Coordinator

**Salary:** Commensurate with experience

**General Description:** Responsible for the hands-on leadership, development, and administration of sports programs, classes, clinics and camps. Assist in other youth programs. Work schedule includes Saturdays during sports leagues.

**Qualifications:**

Recreation, or related experience.

Must maintain CPR and First Aid Certifications within 45 day of employment.

Lifeguard and CDL certifications highly desired.

Must pass criminal background check.

Warm, friendly, enthusiastic personality. Ability to establish and maintain harmonious relationships with children, parents, staff and volunteers.

**Principle Activities:**

Administration of soccer, baseball, flag-football and basketball leagues.

Develop and lead PE classes, skill clinics and new programs for a variety of ages, abilities, and sports.

Run summer sport, programs and specialty camps; assist in other camps

Recruit, train, and supervise volunteers and staff within approved budget guidelines and following established policies and procedures.

Care for and maintain all sports supplies, materials and equipment of Play Action Sports, Dance, and Fitness.

Promote and evaluate programs and service.

Take an active role in representing the Play Action Sports, Dance & Fitness throughout the community and develop relationships with schools, parks dept. and other agencies.

Work cooperatively with the school systems and Parks Department to secure needed gymnasiums and fields.

Work in collaboration with others on special events and other programs.

Maintain all sports supplies, materials, and equipment of Play Action Sports, Dance & Fitness, including the research and ordering of new equipment when sanctioned.

Review and update program operations systems, including computer and paper program registration, office procedures, record keeping, and program fees.

**Other:**

Maintain professional attitude and manner.

Attend and actively participate in all staff meetings and trainings.

Follow and enforce all Play Action Sports, Dance & fitness rules, policies, goals and philosophies.

Treat members and other employees with dignity and respect.

Provide for the health and safety of members and participants at all times.

Create and maintain a positive image at all points of contact with the public.

Perform other duties as assigned.

We understand and mutually agree that the above description represents the job to be performed.

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

DeBorja Brantley, Business /Program Executive