

## Job Description

### ATHLETIC COORDINATOR

<b>Department:</b>	Parks & Recreation
<b>Position Classification:</b>	Shady Dr. Complex Manager
<b>Civil Service Status:</b>	Unclassified
<b>Employment Status:</b>	Part time
<b>Reports To:</b>	Recreation Supervisor
<b>Supervises:</b>	Part-time recreation staff, seasonal employees and volunteers
<b>Working Hours:</b>	Varies, includes weekends and evenings

### SUMMARY

The Athletic Coordinator reports to the Recreation Supervisor and plays an integral role in the fulfillment of North Ridgeville Parks and Recreation's mission and vision. The Athletic Coordinator will provide oversight for all sports leagues and athletic programming.

### MINIMUM QUALIFICATIONS

- At least 18 years of age.
- High school diploma or equivalent.
- Must possess a valid driver's license and retain the ability to be insured by the City's Liability Carrier.
- The City of North Ridgeville promotes a drug/alcohol free work environment through the use of a mandatory pre-employment drug testing.
- Must be able to pass a thorough background check.

### ESSENTIAL FUNCTIONS

- Responsible for the inventory and procurement of the equipment.
- Assist with uniform quotes, ordering and distribution.
- Assist with scheduling of practices and games.
- Assist with trophy bids, ordering and distribution.
- On site supervision.
- Supervision of planned activities and staff members in the performance of their job.
- Handling of all participant behavioral problems in accordance with departmental policies.
- Maintenance of activity area in a neat and orderly manner at all times.
- Submitting reports as required and requested.
- Assuming any other duty or task deemed necessary by the Parks and Recreation Supervisor to ensure the successful operation of the program.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** (1) Park administration and recreational programs, (2) occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.

**Skill in:** (1) Dealing firmly, tactfully, and courteously with the general public.

**Ability to:** (1) Establish and maintain effective working relationships with city officials, fellow employees, other city employees, and the general public. (2) To understand and follow oral and/or written instructions. (3) Work under the direction of the Recreation Supervisor. (4) Work independently and prioritize tasks within deadlines. (5) Ability to assign, supervise, and evaluate others in the performance of their duties. (6) Ability to work with participants of all ages. (7) Ability to handle responsibility and exercise mature and good judgment in evaluating and rendering decisions.

**EQUIPMENT OPERATED**


This position requires general knowledge of office and recreation equipment including: computer, telephone, general office equipment, and transportation vehicles.

**PHYSICAL DEMANDS AND WORK CONDITIONS**

Ability to work outside in heat and adverse weather conditions.

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**Job Description Approval:**

  
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Mayor Kevin Corcoran

March 17, 2023  
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Date