

**MAJOR FUNCTION**

This is responsible professional work directing and supervising one or more City-wide youth athletic programs, or assisting in the overall coordination of the Athletic Division activities. Work is performed under administrative direction of the Superintendent-Athletics with considerable latitude for sound judgment and independent initiative. Work is reviewed through conferences, reports, observations, and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Plans, organizes, implements and supervises youth sports activities such as youth flag football, youth basketball, and baseball. Prepares specifications and orders athletic materials and supplies. Conducts and attends clinics for youth sports coaches. Assists in the training and scheduling of part-time staff. Keeps abreast of new trends, rules and techniques. Prepares coaches' manuals, rules, and regulations for athletic programs. Assists the Superintendent-Athletics in preparing budget estimates, periodic, and special reports and interpreting program policies and procedures to the general public and interested groups. Collects and secures all funds received for fees and insurance coverage. Directs the formulation of teams and arranges for facilities, materials, and equipment for special instructions. Promotes and informs the public of programs through the media, mail promotions, and speaking engagements at schools and civic groups. Recommends the selection, transfer, discipline, grievance resolution, and discharge of part-time and volunteer staff. Performs related work as required.

**Other Important Duties**

Completes special projects as assigned. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of the principles, practices, and fundamentals of athletics, with emphasis in developing, directing, and supervising youth athletic programs. Knowledge of materials, equipment, and types of facilities required to carry out athletic programs. Considerable public relations skills and experience. Ability to supervise others in athletic activities. Ability to work effectively with all segments and age groups in the community. Ability to analyze and adjust special activities to the needs and structure of the participating groups. Ability to communicate effectively, orally and in writing. Ability to establish and maintain effective working relationships with participants, civic groups, and the general public. Ability to recruit, train, and conduct youth sports clinics for volunteers, coaches, and managers. Knowledge of the budget process and principles and practices of office management. Ability to analyze problems and make recommendations. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of a bachelor's degree in recreation, leisure services, teaching physical education, coaching, or a related field and one year of experience that includes leisure services, physical education, or recreation; or an equivalent combination of training and experience.

**Necessary Special Requirement**

Possession of a valid Class E State driver's license at the time of appointment.

Established: 11-01-88

Revised: 01-24-90

04-19-04\*

11-02-09\*