

City of Richland – Job Description

Parks and Recreation Department – Sports Program Coordinator

Purpose of Position

Plan and organize all parks and recreation-related youth activities

Major Duties and Responsibilities

Plan and organize youth activities, including baseball, softball, youth tackle football, youth flag football, cheerleading, boys' and girls' basketball, soccer. This includes the education of coaches and their abilities and parent awareness of demeanor at youth competitions.

Job Context

The Youth Program Coordinator is a full-time, permanent position in the Parks and Recreation Department. The immediate supervisor for this position is the Parks and Recreation Director. The person in this position is supervised on a weekly basis and supervises the activities of departmental-related youth activities. The Youth Program Coordinator works regular hours with flexibility required when the workload demands it, including some weekend and evening hours. There is no shift work involved with this position. The person in this position is always on call. 80% of the work for this position is indoors; 20% is outdoors and requires work done in all types of weather conditions. The position has accountability for monetary, fiscal, safety and legal issues related to the work for which this position is responsible.

There is occasional exposure to chemicals and/or hazardous material. A high school diploma or its equivalent is required for this position; a degree in recreation administration, park management, public administration or a related field is strongly recommended. At least 5 years of related work is required for the position. The stress level for this position is moderately high. Physical work required for the position is minimal.

Knowledge, Skills and Abilities

Knowledge:

- Youth sports activities sponsored by department
- Rules and regulations related to departmentally-sponsored programs
- Recreational program operation techniques
- Inventory procedures
- Rules and regulations concerning coaching certification
- City policies and procedures regarding purchasing
- Sports officiating procedures
- City ordinances
- Sports and Recreation procedures and background
- Proper layouts of different ballfields
- Locations of City recreational fields
- Basic computer knowledge
- Mathematical skill, including addition, subtraction, division and multiplication
- City of Richland Safety Manual standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- General functions and operations of municipal government

Skills and Abilities:

- Organize and establish recreational programs
- Ability to work with youth coaches and officials
- Work in all weather conditions
- Work as a team member with other employees
- Meet specified or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other City employees, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary

- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow departmental and City procedures