

**City of Alamo**  
**JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Sports Coordinator</b>	<b>DATE:</b>	<b><u>January 16, 2018</u></b>
<b>DEPARTMENT:</b>	Parks	<b>SALARIED:</b>	
<b>DEPT. NO.:</b>	1700	<b>HOURLY:</b>	
<b>SUPERVISOR:</b>	Parks & Rec Director	<b>EXEMPT:</b>	
<b>FULL TIME:</b>		<b>NON-EXEMPT:</b>	<b>XXX</b>
<b>PART TIME:</b>	<b>PART TIME</b>		

---

**JOB SUMMARY:**

In charge of planning, organizing, coordinating, and supervising all sports programs for all ages. Plans and supervises participation; supervises staff to ensure high standards of service are considered and exercised.

**ESSENTIAL JOB FUNCTIONS:**

1. Keeps and maintains records of program participants.
2. Keeps and maintains personnel records (i.e. good/bad work, tardy/no show, accidents reports, etc.
3. Supervise and assigns duties to aides, volunteers and any temporary personnel assigned to the program.
4. Prepares and follows plans for assigned program
5. Accomplishes activities while still maintaining that participants receive an enjoyable experience.
6. Keeps work area neat and clean and promote "safety" at all times.
7. Maintain good public relations and open communication with parents and participants.
8. Be the primary administrator of all emergency services in case of emergency.
9. Keep a daily inventory of all equipment and supplies, reporting any supplies needed for daily operation to immediate supervisor.
10. Organize activities that are supportive of the general recreation plan as presented by immediate supervisor.
11. Perform other job-related tasks as assigned.

**OTHER JOB FUNCTIONS:**

1. Assists on other projects and job-related tasks in the department when requested.
2. Assists in meeting overall program objectives, safety and quality.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

1. Must be knowledgeable and capable of property using program specific equipment, facilities, and teaching the aides proper techniques.
2. Must be in good physical condition, mobile and agile.
3. Must be alert, active, responsible and mature individual.
4. Job normally requires some physical effort limited to items weighing 20-30 lbs and standing and walking from place to place.
5. Employee works outdoors, irregular hours or shifts. Employee is exposed to hazards which might result in burning of the skin. Work involves normal weather changes. Work involves sitting, standing and demands physical strength and agility normally associated with sports performance.

**City of Alamo  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Sports Coordinator</b>	<b>DATE:</b>	<b>January 8, 2018</b>
<b>DEPARTMENT:</b>	<b>Parks</b>	<b>SALARIED:</b>	
<b>DEPT. NO.:</b>	<b>1700</b>	<b>HOURLY:</b>	<b>\$ 9.00</b>
<b>SUPERVISOR:</b>	<b>Parks &amp; Rec. Director</b>	<b>EXEMPT:</b>	
<b>FULL TIME:</b>		<b>NON-EXEMPT:</b>	<b>XXX</b>
<b>PART TIME:</b>	<b>Part Time</b>		

---

**REQUIRED EDUCATION, DEGREES, and CERTIFICATES AND/OR LICENSES:** High school diploma/GED. Sufficient experience involving approximately 1 to 2 years of employment related field is required. This stipulation can be substituted by a combination of work experience and acceptable and specialized schooling in the same field of work.

**EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS:** Able to deal tactfully but effectively with the general public.

**ACKNOWLEDGEMENT**

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alamo. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management to interpret these duties and expectations.

**Employee (print name):** \_\_\_\_\_ **Sign:** \_\_\_\_\_

\_\_\_\_\_  
**Date**