

SPORTS FACILITY COORDINATOR

Definition:

Under general supervision organizes, coordinates, oversees and participates in the activities of the Fullerton Tennis Center or other assigned sports related facility on a day-to-day basis and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

- Plans, organizes, participates in and coordinates sports programs, events and activities as assigned.

- Interacts with the public, activity participants, service groups and businesses.

- Evaluates programs and activities as assigned and makes recommendations for change.

- Schedules and monitors the use of facilities and ensures center security system(s).

- Implements business and marketing plans related to the area/facility assigned.

- Coordinates registration for various sports and other programs.

- Schedules and coordinates the work of assigned staff and assists with their selection and evaluation.

- Monitors the maintenance of facilities assigned including grounds and buildings.

- Works with other City departments regarding applicable City codes, regulations, policies and procedures as same affects proposed/planned activities.

- Attends a variety of meetings and makes oral presentations.

- Explains programs, policies and procedures to participants, the public and to staff.

- Solicits donations for facility use from a variety of sources.

Orders supplies and equipment and monitors expenditures for assigned activities.

Operates a personal computer and uses applicable software to prepare reports and correspondence.

Maintains computerized and manual records.

Lifts and carries equipment and supplies weighing 30 pounds or less and uses basic hand tools.

Assists with facility planning and development and capital improvement plans as appropriate.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Class Characteristics:

Sports Facility Coordinator is a multi-incumbent class in the Parks and Recreation Department with responsibility for the coordination of the Tennis Center or other assigned recreational facility.

Contacts and Relationships:

A Sports Facility Coordinator establishes and maintains contact with other Parks and Recreation staff, facility patrons, the public, local service groups and businesses. Additional contact will occur with staff in other City departments.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following:

Knowledge of:

Sports program(s) related to facility assigned.

Youth and adult sports organizations and their operations and tournament/competition organization related to facility assigned.

Basic rules and regulations for sports being played at the assigned facility.

Coordination techniques as applied to recreational programs.

Customer service techniques.

Basic supervisory/directional techniques and principles of organization.
Office and billing procedures and practices.

English usage and grammar.

Basic facility management.

Methods of making effective oral presentations.

Basic math.

Computer applications related to area assigned.

AND

Ability to:

Coordinate sports activities and programs.

Meet the public and program participants with courtesy and tact.

Operate a personal computer and use applicable software programs.

Maintain accurate financial and other records.

Understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contacted in the course of work.

Communicate effectively orally and in writing.

Assist in program planning and development.

Assist in staff training and supervision.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Graduation from high school and two years of study at an accredited college or university towards a major in, or supplemented by completed coursework in, Recreation, Business Administration, Public Administration or a related field.

AND

Experience:

Two years of increasingly responsible experience in a public or private sports facility or other recreational area to include some lead or supervisory experience and some experience in program development.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs including weekends, holidays, evenings and overtime.

Physical Tasks and Working Conditions Include the Following:

Work is performed in a sports facility environment. Some work may be performed in an office environment. An incumbent will be exposed to the elements when performing duties outside an office and stands, walks, kneels, crouches, twists, climbs steps and sloping surfaces, reaches, bends, walks or runs on slippery and uneven surfaces and grasps, pushes, pulls, drags, lifts and carries supplies and program equipment weighing 30 pounds or less. An incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, uses basic hand tools and may be exposed to dust, vegetation and soil. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised July 2006

Established July 2003 from the class of Community Services Coordinator