



**Position Title:** Sports and Fitness Coordinator

**Supervisor's Title:** Recreation Services Manager

**Pay Grade:** \$54,524 - \$67,360/annual salary

Starting wage DOE.

**FLSA Status:** Exempt

**Positions Supervised:** Recreation Leader I, Recreation Leader II, and Sports Officials

**Creation/Revision Date:** September 05, 2021

**PURPOSE OF POSITION:**

The Recreation Sports and Fitness Coordinator advances the mission of PenMet Parks by delivering recreation sports and fitness programs. Program areas are related to youth sports leagues, adult sports leagues, youth camps, and fitness and wellness programming. Works with the recreation team on Park District special events, summer camps, and other programs.

**ESSENTIAL FUNCTIONS/RESPONSIBILITIES/DUTIES:**

1. Provides on-site leadership and instruction to program participants in programs and activities in assigned areas.
2. Develops, plans, promotes, and implements all components of the assigned program, which includes coordinating, administering, and evaluating recreational programs.
3. Develops program plans that include purpose, budget, audience, logistics, schedules, and evaluation metrics.
4. Creates and presents program reports to provide updates on assigned programs. Outlines performance measures, evaluates successes, and areas for improvement.
5. Maintains records related to program implementation, operations, attendance, and performance measures.
6. Ensures activities comply with Federal, State, and Local laws, regulations, rules and/or standards, as well as District and departmental policies, procedures, and regulations.
7. Evaluates and recommends new and existing adult and youth sports and fitness programs considering factors such as District goals and objectives, community need, and industry trends.
8. Recruits, supervises, and evaluates the performance of assigned staff, volunteers, and vendors. Facilitates and coordinates training for staff and volunteers.
9. Manages contracted service providers including procurement, contract development, evaluation, and invoice processing.
10. Develops and manages annual and program-specific budgets for assigned programs. Assists in developing program financial and other performance goals. Reports on performance data and program insight to inform budgeting and decision-making.
11. Researches, purchases, and inventories supplies, and equipment required to deliver programs.
12. Develops effective working relationships with community groups, businesses, local/county/state agencies, and school district personnel to maximize programs and outreach provided to customers.
13. Coordinates the creation and distribution of program marketing and promotional materials.
14. Proactively identifies opportunities to improve systems, processes, and services.

15. Develops and distributes sports rules, guidelines, and handbooks. Organizes and conducts parent orientation meetings.
16. Provides customer support, answers phones, registers customers for programs, responds to public inquires, and resolves customer complaints in a timely manner.
17. Takes responsibility and ownership for accomplishing work, delivering results, and meeting the organization's objectives.
18. Supports and maintains an inclusive work environment that respects diverse ideas, backgrounds, and styles.
19. Performs other duties as assigned.

## **QUALIFICATIONS:**

### **Required Experience:**

- Two years increasingly responsible recreational experience.
- Experience coordinating sports leagues and fitness programming desired.

### **Required Education:**

- Bachelor's degree from an accredited college or university in recreation, public administration, education, or related field(s).
- Associate degree in Business Administration, Communications, or Public Administration and two additional years of experience may be substituted for the required degree.

### **Professional Licenses/Certifications:**

- Certification in CPR, First Aid, blood borne pathogens, and AED (or obtained within 90 days of hire).
- Certified Parks and Recreation Professional (CPRP) credential preferred.

### **Knowledge/Skills:**

- Knowledge of best practices and industry trends to effectively plan and implement adult and youth sports and fitness programming.
- Knowledge of procurement and contractor and vendor management.
- Knowledge of accounting and operational budgeting functions.
- Performs multiple tasks simultaneously.
- Assesses the work to be performed and sets appropriate priorities and realistic time parameters.
- Proficient in Microsoft Office. Knowledge of recreation software (ActiveNet) and accounting software (Springbrook) to manage budgets.
- Ensures work is thoughtfully and professionally completed.
- Possesses excellent written, listening, and verbal communication skills.
- Produces and delivers professional-quality reports, promotional materials, and other communication materials.
- Works cooperatively and collaboratively with internal and external colleagues, the Board of Park Commissioners, contractors, partners, and the public.
- Assesses situations effectively, identifies solutions, and takes initiative with minimal supervision.
- Provides high-quality, responsive, and personable customer service.
- Uses a variety of culturally proficient approaches to address, manage, and resolve concerns, disagreements, and conflict. Finds common ground to successfully mediate conflict and build cooperation between individuals and groups with different perspectives.

- Generates unique methods, ideas, insights, and connections that challenge the status quo to expand possibilities.
- Identifies opportunities and issues, and acts to capitalize on or resolve them for the benefit of the organization's services.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

- Work is performed in an office environment, recreation facilities, and outdoors at various parks and properties.
- Some work will be performed in settings with exposure to varying environmental and weather conditions.
- The position will occasionally be required to lift and carry up to 50 pounds.
- This position will require seeing, talking, walking, standing, bending, crouching, crawling, carrying, pushing, and pulling.
- Prolonged periods of time may be spent using a computer, telephone, and other office equipment.
- Some local traveling will be required for meetings and visiting District facilities.
- A valid Washington driver's license (required).
- This position is expected to work an irregular schedule that includes some evenings and weekends as dictated by District programs and special events.

**BENEFITS:**

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

*"This job description is a summary rather than a detailed list of the duties performed. The essential functions, knowledge, skills, and working conditions may change along with business needs. This job description does not constitute a contract between employer and employee as employment is at will. PenMet Parks provides reasonable accommodations to assist qualified individuals in order to perform the essential functions their job requires."*