

Athletic Program Coordinator



Job Status	Part-Time/Year-Round
Department	Athletics
Hours	Nights/Weekends Required (Schedule will vary)
Salary	\$16/hr.

DESCRIPTION

The Athletic Program Coordinator will be responsible for assisting with the supervision of the Athletic Department's youth and adult leagues and programs. Evening and weekend hours are REQUIRED. The exact schedule will be determined by the Assistant Athletic Director and may vary based on season.

QUALIFICATIONS

- Candidate must be a high school graduate, 19 or older preferred
- Knowledge of sport and recreation facility operations and programming, preferred
- Strong written and verbal communication skills
- Ability to problem solve quickly and efficiently
- Demonstrate good judgement
- Basic knowledge of computers and technology (I.e—Microsoft Office, Google Workspace, etc.)
- Ability to read and comprehend athletic league, facility and staff schedules

ESSENTIAL FUNCTIONS

- Monitor youth and adult leagues both at athletic fields and facilities
- Compile and submit accurate program records and accident/incident reports
- Attend and participate in safety trainings
- Promptly report all unsafe actions, practices, or conditions to Assistant Athletic Director
- Set-up and take down of any equipment dependent on the league or program needs
- Stay current on research, issues, and regulations related to athletics programs
- Oversee facility operations and league play
- Performs other duties as assigned
- Complete administrative duties as needed
- Oversee front desk operations at all open facilities
- Management of and point of contact for all part-time year-round and seasonal staff
- Follow district and department policies and procedures
- Communicate with multiple parties, both internal and external

KNOWLEDGE, SKILLS & ABILITIES

- Ability to project across a large area with clear and concise language
- Ability to maintain self-control and composure in high stress and/or difficult situations
- Ability to work independently and problem solve
- Proficiency in being able to use technology and applications, including Microsoft and Google Office
- Ability to coordinate and support all aspects of the athletic department
- Proficiency in organization skills
- Possess quality customer service skills and be confident to handle difficult situations either with patrons, participants and/or staff

How to Apply: Interested applicants can apply [HERE](#), via our Google Form.