

THE CITY OF PORTALES, NEW MEXICO

POSITION POSTING #2014-029

POSITION: YOUTH SPORTS COORDINATOR, PT TEMPORARY / SEASONAL
(VOLLEYBALL)
DEPARTMENT: RECREATION
STATUS: NON-EXEMPT
REPORTS TO: RECREATION DIRECTOR
SHIFT: PT TEMP/UNDER 20 HOURS PER WEEK
SALARY: \$12.00 PER HOUR

GENERAL DESCRIPTION:

Reporting to the Recreation Director, the Coordinator will be responsible for planning, organizing, scheduling and supervising youth sports leagues for the City. Must be willing to work irregular hours, weekends, and holidays.

TASKS AND RESPONSIBILITIES:

Although the following are typical of the tasks and the responsibilities routinely performed, additional duties and/or responsibilities requiring comparable or lesser skills, knowledge, or dexterity may be assigned.

1. Assists in planning and scheduling all games, facilities, officials, and scorekeepers for city league sports.
2. Oversees program registration.
3. Provide rosters and schedules for coaches, referees and scorekeepers for each sport.
4. Secures supplies and equipment for league games and tournaments.
5. Handles complaints and establishes and maintains effective working relationships with employees, supervisors, and the public.
6. Responsible for scheduling sports league pictures with photographer.
7. Responsible for turning in employee time sheets to payroll.
8. Responsible for preparing and following League bylaws.
9. Other duties as assigned.

KNOWLEDGE, EXPERIENCE, AND SKILLS:

Knowledge of:

1. Requires considerable knowledge of policies, procedures, and operations that are used in city sports leagues.
2. Technical knowledge of sports (i.e., rules, equipment, practices, etc.)
3. Knowledge of league tournament bracketing and scheduling.
4. Knowledge of bylaws of sports league in order to clarify rules, or settle disputes.

Ability to:

1. Ability to follow through on work assignments without supervision.
2. Ability to communicate clearly both orally and in writing
3. Exceptional skills in organization and communication.
4. Work in various weather conditions including heat, cold, rain, wind and intense sun.
5. Analyze and solve problems and make responsible judgments within area of responsibility.
6. Must be willing to work irregular hours, weekends and holidays.
7. Ability to work under pressure and handle multiple tasks, maintain a positive, cooperative approach.

8. Pass a background check and a drug test.

Experience and Training:

1. High School graduate or equivalent.
2. Proven experience in sports league management preferred.
3. Experience working with basketball, football, softball, soccer or tennis leagues and tournaments a plus.
4. Current New Mexico driver's license.
5. Must be at least 18 years of age.

WORK SCHEDULE:

The workweek hours will vary. The Recreation Director will determine the hours. Additional time may be required to work after regular hours, on weekends, and holidays.

DEADLINE TO SUBMIT APPLICATION: Friday, August 22nd by 5:00 p.m.

EOE