

TITLE: Athletic Program Specialist

PR/3

DEPARTMENT: Parks and Recreation, City of Franklin

JOB SUMMARY: This position is responsible for planning, organizing, and supervising a variety of athletic programs and activities offered by the Parks and Recreation Department.

MAJOR DUTIES:

- o Develops athletic programs; maintains athletic facilities; plans, directs, and participates in athletic programs and activities; prepares, stores, and issues materials; prepares and maintains appropriate records.
- o Sets up and maintains all athletic facilities under department control.
- o Develops and implements athletic programs to meet the need of a diverse community.
- o Plans and supervises athletic programs for all age groups.
- o Inventories equipment and orders replacement uniforms and equipment.
- o Schedules officials and umpires for department sponsored leagues.
- o Schedules facility use and equipment loans,
- o Coordinates activities with school authorities and civic groups.
- o Closes facilities after use.
- o Monitors general condition of facilities.
- o Makes periodic observation and evaluation of recreation and athletic events and games for quality of competition, proper use of equipment and facilities, and sportsmanship.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the principles, rules, materials, and equipment required for a variety of athletic activities.
- o Knowledge of the rules and equipment of athletic and sports activities.
- o Knowledge of the philosophy and objectives of public recreation and athletics.
- o Knowledge of first-aid practices and techniques.

- o Knowledge of personal computers for use in word processing and electronic communications.
- o Skill in the instruction and supervision of athletic program participants.
- o Skill in oral and written communication.
- o Skill in resolving disputes.

SUPERVISORY CONTROLS: The Parks and Recreation Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied athletic program coordination duties. The diversity of tasks contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to develop and implement athletic programs. Successful performance in this position enhances the quality of life of citizens of Franklin.

PERSONAL CONTACTS: Contacts are typically with other city personnel and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office and outdoors.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Recreation Assistant (1).

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.

- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Virginia for the type of vehicle or equipment operated.