

MANAGEMENT JOB DESCRIPTION

COORDINATOR OF ATHLETIC PROGRAMS

JOB SUMMARY:

The Coordinator of Athletic Programs is responsible for the planning and implementation of the direct instruction for youth sport teams, programs/clubs, camps youth sports leagues. Create daily fitness challenges. Coordinate gym use and rentals with the finance departments.

ESSENTIAL JOB FUNCTIONS:

- Create, organize, and supervise seasonal youth league programs; recruit coaches; train coaches; officiate games, coordinate banquets, order equipment and uniforms; schedule games/practices as needed, etc.
- Evaluate available sports opportunities for school-age youth and conceive, develop, and implement new leagues and/or classes to fill gaps.
- Organize enrichment classes during after school and intersession camps.
- Provide coaching clinics.
- Assist in coordinating other youth sport classes.
- Administer youth sports Leagues (basketball, football, soccer, kickball, etc.): register players; assign captains; supervise team "drafts"; schedule games, officials, scorekeepers; order supplies; supervise games.
- Supervise scorekeepers and manage the contract with the Referees and Umpires associations.
- Collaborate with the Director of Communications to create a recreation/league marketing plan that includes class descriptions, website content, communication strategies/channels, and development and distribution of collateral materials.
- Perform all necessary administrative responsibilities, including but not limited to phone calls, emails, recruitment of new participants, and other program-related duties.
- Manage inventory of recreational and sports league equipment, ensuring that the amount of equipment is sufficient for program needs and that equipment is in good working condition.
- Plan, coordinate, schedule, promote, lead, and evaluate recreation programs and special events.
- Research and assist in formulating safety policies and procedures.
- Clearing coaches and volunteers (Livescan/Reference Checks)
- Assist in the development and monitoring of the Sports and Recreation program budget.
- Partner with other program staff to develop and carry out developmentally appropriate youth and fitness activities.
- Coordinate gym use and rentals with finance departments.

- Coordinate District events , jog-a-thons, tournaments, wellness events and other related programs.
- Build relationships with feeder districts and sports directors to use Chula Vista as a feeder club and build youth sports in the South Bay.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

Education and Experiences:

- Bachelor's degree (required)
- Master's degree (desired)
- Five years of experience.

Knowledge Of:

- Physical Wellness practices.
- Organized sports best practices.
- Current trends in youth sports.
- Coaching, organizing games, schedules and tournaments.

Personal Qualities:

Ability To:

- Provide leadership and direction, analyze problems, make decisions, communicate, and interact effectively and professionally under pressure, communicate orally and in writing, and work with a multiethnic staff and community.
- Manage large scale projects, identify potential challenges, evaluate alternative solutions, and prepare sound recommendations based on data and research.
- Work collaboratively with other administrative leaders in carrying out the work of the department and goals of the district that includes collaboration and team building through an interest-based, problem-solving approach.
- Thrive in an achievement-oriented and fast-paced environment.
- Receive and delegate tasks to recreation groups and volunteer help.
- Organize and prioritize workload.
- Establish and maintain strong working relationships with participants and coworkers.
- Possess knowledge of the principles and techniques of planning, organizing, promoting, and evaluating sports programs.