



APPLICATIONS ACCEPTED UNTIL FILLED

YOUTH SPORTS COORDINATOR – PARKS & REC

Starting Salary: \$42,834 - \$45,354/YR. w/Benefits

GENERAL DESCRIPTION OF POSITION

*This position is designated as safety/security sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.

Under the general supervision of the Park and Recreation Supervisor, the incumbent oversees operations and maintenance of youth sports programs and activities at recreation facilities, as well as maintains sports complexes, as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Organizes, develops, directs and/or coordinates recreation activities to include maintenance and operation of all youth sports activities and facilities.
2. Maintains various paper and digital records including income, expenses, and statistical records for youth sports.
3. Prepares correspondence and reports on a computer as directed by the Parks and Recreation Supervisor, or as needed.
4. Interviews and selects new personnel with the approval of the Parks and Recreation Supervisor.
5. Provides orientation and coordination of on-the-job training for new employees, including adults and minors.
6. Directs and supervises sports and seasonal employees, including adults and minors.
7. May prepare and maintain softball fields, baseball fields, and flag football fields.
8. May mow and weed-eat sports fields using city equipment, as needed.
9. May maintain the appearance of the sports complexes, picking up trash, spraying for weeds, etc.
10. May perform daily maintenance of department equipment, such as washing tractor, checking oil and air filter, filling up gas cans, etc.
11. Recruits, trains, and coordinates community volunteers.
12. Digitally maintains inventory list of recreational activity equipment, supplies, and purchases, as necessary.
13. Prepares and releases publicity for activities with the approval of the Parks and Recreation Supervisor.
14. Evaluates reports and recommends necessary action to the Parks and Recreation Supervisor.
15. Develops and maintains good relationships with community groups.
16. Responsible for establishing and maintaining good safety practices and procedures.
17. Performs minor maintenance and upkeep at Recreation facilities, as needed.
18. Responsible for handling and transporting flammable and combustible materials such as gasoline in cans and propane bottles.
19. Operates city vehicle on a regular basis.
20. Operates standard transmission tractor and attachments.
21. Perform any other related duties as required or assigned.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

WORKING CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking; and pushing, carrying, or lifting. May involve some travel and/or work is at times, in the evening or during the night hours. While performing the functions of this job, the employee is frequently exposed to outdoor weather conditions; and occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations. Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making. While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel, reach with hands and arms, talk or hear; frequently required to sit; and occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; and color vision.

EDUCATION AND EXPERIENCE

High school graduate or equivalent is required. Degree and experience in operation of recreation facilities and programs is required. Must possess a valid Oklahoma driver license and be insurable.

ADDITIONAL INFORMATION

The nature of the work involves development and coordination of diversified recreational activities. Worker must be able to coordinate a variety of activities and possess good organizational skills. Worker is subject to working outdoors with some activities. Evening, weekend and holiday work is required. Employee supervises seasonal employees, including adults and minors.

This classification is a "safety-sensitive" position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. As a "safety-sensitive" classification, you will be subject to drug and alcohol testing, including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a medical marijuana license will not excuse you from the testing process, or the consequences of testing positive for marijuana.

*This is a job posting abbreviated from the full job description. For the full job description, please contact Human Resources.