

## TOWN OF AVON JOB DESCRIPTION

**Job Title: Town of Avon Sports Coordinator**

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**Exempt: Yes**

**Pay Grade: \$53,040 - \$68,359**

**Reports to: Sports Director**

**Department: Parks & Recreation Department**

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### **JOB SUMMARY**

Candidate must be able to successfully assist in youth sports programming. Must possess the ability to work in and resolve conflict and work well with limited supervision. Ability to represent the Department in a mature and professional manner.

### **DUTIES AND RESPONSIBILITIES**

The duties described below are indicative of what the Sports Coordinator might be asked to perform. Additional duties may be assigned.

### **ESSENTIAL FUNCTIONS**

- Answers and responds to office phone, greets visitors, and provides information and assistance as needed. Responds to or directs calls, voicemails, and email inquiries to the appropriate party in a prompt manner.
- Ability to utilize word processing, database management, Sports Connect software, and other software applications as needed to perform essential job functions.
- Responsible for driving daily to the roadside mailbox at the Sports Office to retrieve, deliver, and distribute division mail.
- Monitors and maintains inventory levels of sports program supplies and initiates orders as needed.
- Some travel required, including pickup of apparel and awards for sports programs, and taking deposits to the bank as needed. Mileage reimbursement available.
- Assists in submitting invoices for payment to Sports Director.
- Oversees Master Field Schedule for baseball and softball programming.
- Submits facility reservations for all programming using school scheduling software.
- Creates league sports season and tournament schedules as needed and maintains any rescheduling due to weather.
- Serves as a back-up to the Facilities Manager to line and set-up fields as needed.
- Provides leadership and guidance for umpires, officials, coaches, and participants.
- Handles situations effectively that arise before, during, and after league play.
- Supervises program volunteers and referees/umpires.
- Enforces on-site rules and regulations with program participants and facility users.
- Oversees equipment check-out and check-in.

- Recruits, trains, schedules, oversees, and evaluates contractual umpires and officials.
- Works with all Sports Commissioners on daily operations.
- Implements school-based sports clinics and camps.
- Manages all youth sports league rules, including any updates.
- Ensures compliance with Little League Baseball and other sports affiliated governing bodies as applicable.
- Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of participants.
- Serves as back-up to Facilities Manager to monitor and make cancellation calls due to inclement weather.
- Monitors program enrollment and distributes weekly registration reports to Commissioners.
- Performs additional duties as assigned.

### **QUALIFICATIONS REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for continuation of employment. Candidate must complete and pass a complete criminal history background check. Must have a valid Indiana driver's license.

### **EDUCATION AND/OR EXPERIENCE**

- High School diploma required.
- Bachelor's degree in Recreation, Sports Management, Business Administration, or a related field preferred.
- 5+ years experience with at least 1 year supervisory experience in Sport Management preferred.

### **SKILLS AND ABILITIES**

- Ability to work a varied schedule including days, evenings, weekends, and some holidays.
- Ability to work independently and efficiently without routine supervision.
- Ability to communicate effectively orally and in writing; ability to give and understand oral and written instructions.
- Ability to establish and maintain effective working relationships with employees, guests, and the general public.

### **LANGUAGE SKILLS**

- Ability to communicate effectively with other Town employees, officials, general public, participants, and their families.
- Ability to communicate effectively in both written and verbal form.
- Ability to participate and perform effectively in all types of meetings.

### **MATHEMATICAL SKILLS**

- Ability to perform basic math skills including addition, subtraction, multiplication, and division in all units of measure, using whole numbers, common fractions, and decimals.

## **REASONING SKILLS**

- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to use good judgment and effectively solve problems.
- Ability to plan work and establish priorities.
- Ability to distribute work among co-workers or others.
- Ability to interpret a variety of instructions furnished in written, oral, and diagram or schedule form.
- Ability to organize time and resources.
- Ability to work independently.

## **PHYSICAL AND WORK ENVIRONMENT**

The physical demands and work environment described 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.

## **PHYSICAL ENVIRONMENT**

- The duties of this job includes physical activities such as stooping, kneeling, standing, reaching, walking, lifting (up to 75 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance, and peripheral vision; depth perception; and the ability to adjust focus.
- The majority of work is performed in an office setting; and employees may remain in a seated position for extended periods of time. However, a portion of work may require exposure to adverse environmental conditions, such as humidity, rain, or temperature extremes.

## **WORK ENVIRONMENT**

- Ability to work under time pressures such as frequent “rush” jobs, urgent deadlines, etc.
- Ability to work under distractions such as telephone calls and other disturbances.
- Ability to deal with unpleasant social situations such as irate or disturbed individuals.
- Ability to work in a hectic, busy, and sometimes stressful work environment.