



CLASS SPECIFICATION FOR:

## Recreation Sports League Coordinator I

### General Statement of Duties:

Under general supervision, plans and organizes various sports leagues' and events activities as assigned; serves as primary liaison with assigned sports leagues and tournament contacts using County fields and facilities; serves as league coordinator scheduling and coordinating sports leagues' use of County fields, facilities and equipment; plans and organizes the logistics necessary for special sports events; does related work as required.

### Distinguishing Features of Class:

An employee in this class serves as coordinator for sports leagues and sporting events including registration activities, coordinating and scheduling logistics necessary for the games/events, use of athletic fields and other County-owned facilities, and supervising facility use and assigned support staff on game days. Works closely with a large number of internal and external contacts not limited to other Division of Recreation staff including Sports League Coordinators, Sports and Tourism staff, Parks Services staff, as well as league and tournament contacts. Responsibilities afford opportunity for independent judgment in planning work and making technical determinations. Receives general supervision with difficult or unusual problems discussed with the supervisor.

### Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Plans, organizes and implements various County sponsored sports leagues including scheduling fields, assigning teams to leagues, coordinating games with umpire assignor, re-scheduling games that have been rained out, and serving as the day-to-day main contact for these leagues regarding rule interpretation, challenging of rules and league needs;
- Coordinates the logistics including locations, facilities, staff, vendors and equipment for sports games/tournaments;
- Schedules and supports sports leagues games and use of County athletic fields and facilities;
- Assists with or schedules sport-specific Officials, Referees and Umpires;
- Oversees league use of fields and facilities on games days and related game day logistics;
- Coordinates field and facility set up support and maintenance internally with Park Services and with vendors as needed before and during event, and works during the events as needed;
- Works directly and very closely with the Park Services section regarding practice and game schedules for both associations and tournaments and providing Park Services personnel with field sizes so that fields can be marked adequately and on time;
- Schedules facility, staff and volunteers and oversees activities and facilities use on event days;
- Serves as a contact, liaison to County staff, leagues' and tournaments' staff and community partners;
- Ensures site and use compliance with County and other safety and risk management regulations and requirements;
- Verifies leagues' insurance complies with County requirements;
- Documents and reports all accidents and incidents as required by the County's Risk Management Division;
- Monitors and ensures the safety and cleanliness of the facilities, fields and equipments to ensure a safe environment for events and tournament participants;
- Ensures adequate safety of participants in programs and facilities, documents and reports all incidents and requests for maintenance/repairs to supervisor;
- Collaborates with the department's marketing staff to promote programming and other assigned activities;
- Assists with facility programming, concession stand operations, and event contracting for sporting events;
- Works cameras and audio/visual equipment as needed to tape game and events and for live streaming;
- Provides training the proper use of the camera/video system for taping games and live streaming on the web;
- Maintains proper documentation and appropriate records and reports for all programs/events offered, including temporary staffs' timesheets and participation;
- Contracts with identified resources according to current procurement and fiscal guidelines;
- Oversees contracted resources to ensure delivery of services as contracted, reviews contractors' invoice for accuracy and approves payment, including submitting any required paperwork (paper and electronic);
- Evaluates contractors for quality of services provided and adherence to contract specifications and recommends continuation or termination of future use of contractor;



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- Reports project costs for budget and fee setting purposes;
- Estimates cost projections and submits for necessary approvals;
- Tracks, monitors and manages activities within approved Cost Center Budget;
- Interacts with the public and others outside the assigned area's staff and operations to obtain and provide information and assistance in a variety of circumstances and addressing concerns;
- Provides technical expertise on sporting events and related matters to staff, citizens, associations and sponsors;
- Identifies equipment and supplies needs, orders and maintains related inventories;
- Assists with the development of guidelines, policies and procedures for use of facilities and equipment;
- Attends all scheduled meetings required training and maintains all required certifications;
- Trains, supervises, provides performance feedback and schedules volunteers, temporary and/or seasonal staff as well as contractors and/or high school interns as needed;
- Maintains current knowledge of sports management's best practices and guidelines as well as latest equipment and tools;
- Conducts program registration, collects fees and prepares receipts and assures proper handling of funds;
- Prepares routine and special reports as needed;
- Performs other duties as assigned.

### Required Knowledge, Skills and Abilities:

Broad basic knowledge of principles and practices of physical education, team sports management, and sporting event planning for diverse audiences; knowledge of strategic planning principles and theories to ensure event programming meets the needs and interests of target audiences and County's goals; considerable knowledge of varying types of demographics and associated needs and experience in planning a wide range of recreation activities; knowledge of available County fields and facilities available for sports leagues use; ability to plan small and large scale tournaments and events in single and multiple locations on single or multiple dates; ability to work effectively as a team member and/or leader; critical thinking skills with the ability to problem solve and make sound decisions, including but not limited to under pressure and in emergency situations; ability to present ideas and recommendations clearly and concisely both orally and in writing; ability to establish and maintain effective working relationships with County officials, employees and the public; good oral presentation and training skills and ability to direct the work of large staff and coordinate the activities of large numbers of event participants; project management skills; ability to learn and assist with marketing strategies; physical condition that permits the activities necessary in and inherent to the management of sports league and use of related equipment; accounting or other financial skills with sufficient ability to develop budgets and manage expenditures in accordance with County Finance policies and manage operations effectively within an approved budget; ability to keep accurate records and to make regular and special reports; good knowledge of personal computers and /or automated systems and the ability to enter, retrieve and report data; ability to use cameras and audio visual equipment to tape and live stream events; excellent customer service skills; tact; and courtesy. Requires working evenings, weekends, and some holidays.

### Minimum Education and Experience:

Education: Four (4) year degree in physical education, exercise science, sports management or other relevant field;  
Experience: Two (2) years of relevant experience in planning and coordinating sports leagues and sporting events;  
OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

- Ability to work a flexible work schedule to meet department needs;
- First Aid, CPR, AED and other fitness and department specific certifications may be required;
- Must be able to lift at least 30 lbs as needed to move supplies and equipment;
- Requires valid driver's license.