



Recreation Services Coordinator - Sports

JOB DESCRIPTION

DATE LAST REVIEWED: March 10, 2023

CLASS CODE: 116

FLSA: Non-Exempt

JOB SUMMARY

Performs supervisory-level functions for Vail Recreation District's (VRD) recreation department in the sports division, including oversight of sports, events, programs, and leagues.

DISTINGUISHING CHARACTERISTICS

The recreation services coordinator - sports is the supervisory-level classification that performs a variety of responsibilities related to sports programming for the recreation department in the sports division. This classification requires a working knowledge of terminology, procedures, and practices used in the area of organized sports, including sports rules and equipment.

This class is distinguished from the recreation services director – programs by the latter class's greater authority to manage, administer, and supervise the recreation sports division.

SUPERVISION RECEIVED AND EXERCISED

Reports to the recreation services director – programs and works under limited supervision as a supervisor with responsibilities in sports events, leagues, and programming in the recreation department and sports division. Incumbents typically work from broad policies and toward general objectives and operate under direct supervision for assignments that deviate from established processes and procedures/policies.

Supervises the following positions: part-time and seasonal event staff including sports officials

EXAMPLES OF DUTIES AND RESPONSIBILITIES

The following examples are intended to describe the general nature and level of work performed by personnel assigned to this classification. Any one position in this class may not perform all the duties listed below, nor are the duties described intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

Duties may include, but are not limited to, the following:

- Plan and implement sports events to include schedules, staffing, permits and permissions, course designs, site plans, medical and safety plans, trail and weather conditions, event evaluation, marketing, and sponsorship

- Plan and implement adult sports leagues and youth programs, camps, and tournaments to include schedules, staffing, permits and permissions, field and gym requirements and contracts, course design, site plans, medical and safety plans, venue and weather conditions, program evaluation, marketing, and sponsorship
- Plan, manage, and communicate with volunteers for events and programs
- Assist in developing and maintaining facility rental agreements for use of VRD fields and gymnasiums and other areas and venues in the community
- Assist in developing and maintaining event and program sponsorships/partnerships by creating and fostering mutually beneficial relationships
- Assist in the creation of policies and procedures and development of new program ideas
- Collaborate with parks maintenance superintendent to ensure facilities are properly prepared and safe for use
- Monitor supplies for programs, submit orders, and maintain inventory systems
- Assist with monitoring revenue and expenses throughout the year, highlighting areas of fiscal concern and identifying trends through variance reports
- Provide excellent customer service by being attentive, professional, helpful, and courteous to guests, staff and board of directors of VRD, escalating concerns and complaints to management as needed
- Ensure a high level of customer service and safety awareness through training and staff development
- Responsible for daily supervisory functions of assigned staff, including training, including safety, scheduling, assigning and monitoring work, and assists with hiring, performance management/appraisal, professional development, personnel action recommendations and determinations
- Perform other assigned duties

To perform these functions, incumbents must typically possess:

Knowledge of:

- Organized sports, specific sport rules, sports scheduling, and equipment
- GPS, Topo maps, mapping software and programs, trail systems and surrounding geography
- Event planning best practices to include risk management/safety planning
- Policies, procedures, rules, and regulations applicable to assigned areas of responsibility
- Principles of effective supervision and team leadership to engage, motivate and develop staff

Ability to:

- Communicate effectively both verbally and in writing
- Establish and maintain highly effective working relationships with colleagues, managers, members of the public, agency representatives, sponsors, partners, and others encountered in the course of work
- Use tact, discretion, confidentiality, and diplomacy when addressing sensitive situations, personnel matters, and/or concerned customers
- Maintain composure and continue to work effectively despite interruptions, equipment failures, unusual demands, and/or changing priorities
- Reflect the organization's mission, vision, and values by working independently and collaboratively in a team-based environment, while demonstrating a strong work ethic, professional behavior, and a positive attitude
- Ability to assess risk as it relates to event planning and assist with composing and updating contingency plans with the safety of participants as the top priority
- Use and train on the use of various sports equipment, timing systems and equipment, 2-way radio, Topo and GPS systems, and golf cart
- Operate standard computer applications such as Microsoft Word, Excel, Adobe, Access, Outlook, social media platforms, credit card machines and basic office equipment such as computer and printer

MINIMUM REQUIREMENTS

Education and Experience:

Any combination of education, experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Education: Bachelor's degree in recreation, education, early childhood/elementary education, and/or related field
- Experience: Four (4) years of progressively responsible experience in recreation/sports programming and event management

Required Licenses, Certificates or Training:

- Colorado Driver's license
- CPR, first aid, and AED certifications or ability to obtain within first six months of hire

Other Special Requirements:

- Schedule may need to adjust to include long days, early mornings, evenings, weekends, and holidays
- Certified referee preferred
- Trailer driving experience preferred

WORK ENVIRONMENT

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

- This position's duties are performed in a variety of environments including office, indoor and outdoor recreation facilities, venues and locations, maintenance/service areas and could be exposed to dust, fumes, and all weather conditions

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- **Movement:** Ability to move to and from various points within and between VRD, Town of Vail and private facilities, as well as within the outdoor environment, surrounding communities, and Front Range
- **Physical:** Ability to perform frequent lifting, carrying, stooping, kneeling, crouching, reaching, walking, sitting, using both hands and feet, and standing; medium work lifting and/or carrying no more than 50 pounds (with or without assistance) at a time
- **Auditory:** Ability to communicate clearly in routine conversations in person, via telephone or 2-way radio; must be able to hear normal sounds with background noise and distinguish voice patterns.
- **Visual:** Ability to perform manipulative skills that require hand-eye coordination such as a calculator or computer and be able to see objects closely as in typing a document or reading a report, also at distance over 20 feet, use of both eyes, distinguish basic colors and shades, depth perception
- **Feeling:** Ability to perceive attributes of objects, such as size, shape, temperature, texture, by touching with skin, particularly with fingertips
- **Other:** Ability to produce information in written form

*I certify that I can complete all job duties assigned in this job description (circle one) **WITH** or **WITHOUT** accommodation. I understand there may be some job duties not stated above, but for which I am still responsible to complete.*

Employee Signature

Employee Printed Name

Employee Signed Date

Supervisor Signature

Supervisor Printed Name

Supervisor Signed Date