

**VAIL RECREATION DISTRICT
JOB DESCRIPTION**

Position Title: Summer Recreation Coordinator – Sports Department **Date:** 3/12/2024

Department: Sports

Reports To: Sports Event & Partnership Director

Supervises: seasonal referees, umpires, coaches, event volunteers, interns

Job Status: FT Hourly, Seasonal (Mid April – September)

Pay: \$20-\$22/hour DOE

Position Summary:

Assists in all aspects of Sports Department, including programming, facility maintenance, operating policies and procedures. Assists the Race Director for Mountain Bike-MTB, Trail Running- TR and White Water- WW series. Plans and coordinates some summer sports leagues and assists with summer sports camps as needed. Sustains general VRD objectives as established by the Executive Director and the Board of Directors. Act as community liaison to promote VRD objectives and accomplish long-range plans.

Essential Duties and Responsibilities:

Program Management

1. Plan, schedule and implement select summer leagues
2. Assist with implementation of Vail Whitewater Series
3. Assist with implementation of Summer Sports Camps and Tournaments
4. Assist in implementation of Mountain Bike Races
5. Assist in implementation of Trail Running Races
6. Assist in planning and implementation of other events as directed
7. Ensure Parks Department is informed regarding requirements for fields
8. Recruit and schedule volunteers for races, tournaments and events
9. Monitor supplies for all sports and order as needed
10. Communicate with families, parents, participants to provide adequate information about programs
11. Solve problems, complaints, disputes and grievances that arise throughout seasons
12. Ensure all athletic and sports programs are operated safely
13. Administer any sports program, facility or special event with assistance from Sports Supervisor, Sports Coordinator and seasonal employees and in accordance with departmental goals and philosophies and any State of Colorado rules or regulations
14. Coordinate with all VRD departments to effectively plan, market, operate and evaluate programs
15. Assist in finding sponsors for teams, leagues and events as needed
16. Maximize resources to provide participants with positive experiences

17. Ensure all part time personnel meet standards as defined by State and/ or department

Facility Management

18. Ensure standards are met re: maintenance, safety, cleanliness, upgrades and security for all fields, gyms and other venues used, including:
 - a. Ford Park
 - b. Vail Athletic Field
 - c. Tennis Center
 - d. Red Sandstone Field and Gym
 - e. Donovan Park Field

Community Relations

19. Maintain high quality customer service.
20. Advocate for and support the mission and objectives of Sports Department and VRD.
21. Communicate with Marketing Director and Sports Marketing Manager regarding sports events, camps and leagues.

Personnel Management

22. Schedule and manage coaches, referees, umpires and other volunteers as needed.

Other Duties and Responsibilities:

1. Arrive promptly and able to work up to a 16 hour shift which may include early mornings, evenings and weekends and average 40 hours per week.
2. Uphold and enforce all Sports Services and VRD rules and regulations.
3. Assist all VRD branches in any capacity necessary as requested by management
4. Perform other duties as assigned.

Knowledge, Skills and Abilities

Job Qualifications:

1. Previous work experience in positions similar or related to this job: Equivalent of two years full-time experience recreation/sports. Sports specific knowledge, experience in running programs or events and coaching experience preferred.
2. Certificate or Licenses: Required: Current First Aid and CPR certification, Valid Driver's License. Certified Referee and Coaching helpful. Ability to drive a trailer is a plus.
3. Must be proficient in standard computer applications such as Microsoft Word, Excel, Access and Outlook. Knowledge of graphic programs is helpful but not required.
4. Excellent communication skills, both verbal and written are required.
5. Motivation and common sense are required.

Organizational Relationships:

1. This position reports to: Sports Event & Partnership Director
2. This position works laterally with the Summer Recreation Coordinator - Sports
3. This position is accountable for: up to 25 PT event staff and volunteers

Materials And Equipment Used:

1. Computer
2. Computerized timing system
3. Trail marking signs
4. Topo and GPS systems
5. Calculator
6. Cash bank
7. Combination safe
8. Programming & ledger books
9. Van, car, truck
10. Telephone, cell phone, 2-way radio
11. Various sports equipment as needed.

Working Environmental/ Physical Activities:

Physical Requirements:

1. **Strength:** Ability to climb stairs, spend 4-6 hrs/day standing and walk or hike 2-6 miles/day on back country trails. Mountain biking ability on mountain trails important. 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. Ability to lift and/or carry 40 lbs. up to 50 feet.
2. **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.
3. **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.

4. **Other:** Ability to produce information in written form. Ability to operate VRD vehicles. Ability to pay attention to detail and concentrate for 60 minutes or more with constant interruptions. Must be free from illness and conduct that would endanger the health, safety, or well-being of children.

Environmental Conditions:

1. This position's duties may be performed in both inside and outside environments, in all weather conditions, on a daily basis.