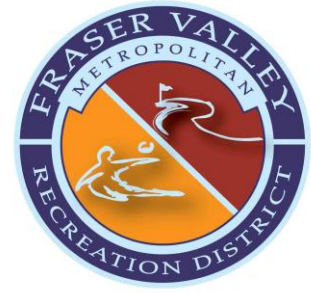


Fraser Valley Metropolitan Recreation District
Fraser Valley Sports Complex
P.O. Box 3348 Winter Park, CO 80482
970-726-8968



POSITION TITLE: Athletics Coordinator
CLASS: Full-Time/Part-Time
PAY TYPE: Non-Exempt
PAY RANGE: \$13.00 – \$19.00 per hour
SUPERVISOR: Athletics Supervisor & Parks and Athletics Manager

GENERAL STATEMENT OF DUTIES: Coordinating athletic programs that address the needs of FVMRD citizens and guests as well as assisting in managing day to day operations at FVMRD athletic facilities.

ESSENTIAL JOB FUNCTIONS: The following examples are meant to be illustrative only and are not intended to be all inclusive. The FVMRD reserves the right to modify or change duties/essential functions of this job at any time.

- ☐ Coordinate off-site general sports and recreation programs.
- ☐ Assist in planning and administration of athletics and special events.
- ☐ Officiate adult and youth sports when needed.
- ☐ Provide rosters to instructors at beginning of programs, and follow-up to ensure proper enrollment.
- ☐ Provide or coordinate transportation as needed for off-site programs.
- ☐ Assist in updating website and social media postings, and implementing sports marketing, e-blasts and flyers.
- ☐ Follow standard operating procedures when setting up or cleaning up after an athletic event or sports game.
- ☐ Maintain clean, safe and orderly program areas; assist with athletics equipment inventory and vehicle transportation.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

- ☐ Desire to work with school-age youth in an athletic environment, as well as adult amateur athletes competing in FVMRD leagues or tournaments.
- ☐ Willingness and ability to work scheduled and non-scheduled work hours including evenings, weekends, holidays, and/or overtime work hours as needed.
- ☐ Basic knowledge of the methods of developing, organizing, implementing, scheduling, and evaluating various recreation programs and sports leagues.
- ☐ Thorough knowledge of the rules to a number of American sports.
- ☐ Thorough knowledge of windows-based computer operating systems including: word processing, database management, spread sheet development, and desktop publishing.
- ☐ Ability to establish and maintain an effective working relationship with participants, parents, volunteers, instructors, staff, board members, and the general public.
- ☐ Ability to communicate clearly and concisely, both orally and in writing.

EDUCATION, TRAINING AND EXPERIENCE:

- ☐ Must be 21 years of age or older.
- ☐ Minimum of 1 year of experience working in an athletics environment
- ☐ Possess or be able to obtain within 30 days: First Aid, CPR, Universal Precautions, and Medication Administration.
- ☐ Previous supervisory experience preferred.
- ☐ Some positions may require a valid driver's license.

Working Environment: This position takes place indoors and outdoors and may require exposure to the elements.

Physical Requirements: This position may require strenuous work including walking, running, jumping, hiking, and biking long distances.

The FVMRD is customer service oriented and committed to hiring individuals who respond effectively and efficiently to citizen needs and concerns.

EQUAL OPPORTUNITY EMPLOYER