



South Windsor Parks and Recreation

Sports Program Coordinator

JOB TITLE: Sports Program Coordinator

REPORTS TO: Recreation Supervisor – Athletics

Hours/Salary: \$20.00 per hour. Seasonal Position August – March. Approximately 15 - 20 hours per week.

PURPOSE

To assist in coordination of planning, supervising, and guiding all aspects of adult and youth sports programs.

GENERAL FUNCTION

Assist and/or oversee the logistical details of hiring and training staff and volunteers, practice and game day support, maintaining documentation of standings, scores, incident/accident reports, and ensure all participants are adhering to the rules and expectations set by the South Windsor Parks and Recreation Department.

REQUIREMENTS

The Sports Program Coordinator should be a motivated team player with great communication skills, able to work with individuals of all ages and able to work beyond the scope of the job. The Sports Program Coordinator should be flexible, demonstrate an ability to lead, work independently, and have an understanding of the department's mission and objectives. Person must be at least 18 years of age and possess a valid CT State driver's license. In addition, all staff must be submitted for criminal background checks and produce a clean record. The Sports Program Coordinator should also possess the following qualifications:

- Knowledge of basic operating systems of computers
- Knowledge of recreation programs with emphasis on youth & adult basketball
- Ability to provide exceptional customer service under challenging circumstances
- Knowledge of or willingness to learn the rules of a variety of sports in detail and must be comfortable and confident in enforcing rules and regulations

JOB RESPONSIBILITIES

- Assist in preparing and distributing preprogram materials for staff, contractors, and participants
- Assist in communicating with staff, contractors, participants, and volunteers regarding important dates
- Help coordinate season schedules by checking gym/field closure dates and informing staff, contractors, volunteers, and participants of any cancellations or rescheduled games
- Assist in setting up program space (i.e. scoreboards, net systems, line up cards, first aid kits, equipment needs, scorebooks, pens, etc.)
- Collect scores, maintain standings, and post online in a timely manner
- Help maintain a positive program environment and address any issues with participants, volunteers, contractors, staff or parents in person when appropriate to enable progression of the program
- Abide by and enforce all Town of South Windsor and South Windsor Parks and Recreation policies and procedures
- Attend and help run any relevant league meetings

OTHER RESPONSIBILITIES

- Act in a professional manner at all times
- Required to dress in a professional manner
- Participates in all staff training and meetings
- Accepts the responsibility to work beyond job description as situations arise

SHIFT REQUIREMENTS

The hours of this position are flexible and will require mostly night and weekend hours. Required to meet with Recreation Supervisor during the week to prepare and collaborate on program needs. The Sports Program Coordinator will be present during most game days. More hours may be needed to prepare season logistics. New/rotating program requirements will be added as needed.

PHYSICAL DEMANDS

The physical demands described here 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. Other demands include:

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 50 pounds.