CITY OF LA PORTE
TRACK COORDINATOR
JOB DESCRIPTION

FLSA CLASSIFICATION: Non-Exempt **PAY RANGE: PSS**

DEFINITION

To coordinate and implement a summer youth track program.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from Recreational Superintendent.
Exercises supervision of all track program staff.

ESSENTIAL JOB FUNCTIONS

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

Coordinate and implement a total youth track program.

Instruct all participants in basic track fundamentals.

Organize several track meets during the summer: Hershey Program, and T.A.A.F. as well as the local track circuit meets.

Respond to inquiries or requests for information from interested community groups and citizens.

Supervise and chaperon all participants and staff on all out of town meets.

Schedule vehicle usage for meets and out of town trips. Drive the vehicle to and from all meets.

Prepare and submit a comprehensive overview of the summer track program at the conclusion of the summer.

Perform related duties as assigned.

PHYSICAL REQUIREMENTS

For indefinite periods of time - mobility within an office and field environment; exposure to fumes, odors, radiation hazards and extreme heat; walking; twisting body; stooping; standing; squatting; sitting; seeing; running; kneeling; grasping; climbing; cleaning; reading; decision making; reaching above shoulder level; pushing, pulling, lifting and carrying up to 50 pounds; using both hands for simple and firm grasping; clarity of hearing; fine finger manipulation; operation of small hand tools; operation of a motor vehicle and bus through city traffic.

QUALIFICATIONS

Knowledge of:

Techniques of supervising children during a track program.
Instructional phases and implementation of a track program.

Ability to:

Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Coordinate and implement all phases of a track program.

TRAINING AND EXPERIENCE

Two years experience in directing a youth track program including track meet organization and a Bachelor's Degree in Physical Education or related field is required.

LICENSES AND CERTIFICATES

Possession of a Class "B" Commercial Driver's License.

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job.*

**Duties, responsibilities and actions may change at any time with or without notice.*

The City of La Porte is an Equal Opportunity Employer of Qualified Individuals

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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

_____ _____
Employee Name Date