CITY OF LA PORTE
ATHLETIC COORDINATOR
JOB DESCRIPTION

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

DEFINITION

To assist in organizing and implementing a City-wide community athletic program for adults and children including athletic leagues and special events.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Recreational Superintendent

ESSENTIAL JOB FUNCTIONS

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

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

Assist in compiling league standings, statistics and reports for all athletic programs.

Assist in preparation of flyers and posters for all athletic programs (some distribution).

Assist in developing detailed outlines for special events possibly including: Hershey Regional Track & Field Meet, T.A.A.F. Regional Track & Field Meet, T.A.A.F.

Assist aquatics division when needed.

Perform related duties as assigned.

PHYSICAL REQUIREMENTS

For indefinite periods of time - mobility within an office and field environment; exposure to toxic waste, fumes, odors, dust/mites, radiation, electrical, and mechanical hazards; extreme heat, temperature swings, and noise; walking; twisting body; stooping; standing; squatting; sorting; sitting; seeing; running; kneeling; filing; grasping; climbing; cleaning; reading; decision making; reaching above shoulder level; pushing, pulling, lifting and carrying up to 100 pounds; using both hands for simple and firm grasping; clarity of hearing; fine finger manipulation; operation of weed eater, rake, calculator small hand tools, and a motor vehicle through city traffic.

QUALIFICATIONS

Knowledge of:

Fundamentals of athletics and athletics programming.

Ability to:

Maintain effective working relationships with those contacted in the course of work.
Be in good physical condition.
Be able to work out-of-doors.
Perform clerical duties such as light typing and filing is an advantage.

TRAINING AND EXPERIENCE

One year of experience in the implementation of athletic activities or programs and a High School Diploma or GED with general knowledge of athletics program implementation.

LICENSES AND CERTIFICATES

Possession of a valid Texas Drivers License and possession of, or ability to obtain within three months, a valid CPR and First Aid Certification.

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

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(Circle One)

I have read the job description above and can perform the job duties **with** **without** any reasonable accommodation.

Witness: Supervisor's Signature	Date	Employee's Signature	Date