

**POSITION TITLE: SPORTS SPECIALIST**  
**DEPARTMENT: PARKS & RECREATION**

**CITY OF  
 BOWLING GREEN**

**REPORTING RELATIONSHIPS**

Recreation Coordinator and Facilities  
 Coordinator

**POSITION REPORTS TO**

**DIRECT REPORTS BY TITLE:**

**DIRECT:** Numerous

**INDIRECT:** 0

Sports Program Leader, Seasonal Program Supervisors, Seasonal Program Specialists, Carter Park Concession Operators, and Seasonal Laborers

**POSITION FUNCTION**

This position is responsible for planning, scheduling, maintaining, and supervising all sports programs and facilities operated by the Parks and Recreation Department.

**JOB RESPONSIBILITIES**

Coordinates the field/facilities, schedules, equipment, and staffing for any sports leagues or programs in conjunction with the Recreation Coordinator

Assists with maintenance of Carter Park, including sand volleyball court, concessions, and softball complex

Handles all day-to-day situations and problems with the leagues and programs and is responsible for scheduling necessary seasonal and contractual employees; Prepares all league schedules and revises and updates them as needed; Attends all meetings pertinent to the leagues and programs; Verifies all league standings and interprets any rules questions

Assists the Recreation Coordinator in planning and implementing of sports related events throughout the year

Recommends policies and procedures concerning sports programming to meet community needs

Evaluates and revises programs based on interest and attendance

Handles complaints and solves programming problems; negotiates with participants

Supervises the maintenance and repairs of athletic facilities and equipment in partnership with park maintenance staff

Conducts coaches' and parents' certification program for youth sports; Organizes and conducts orientations and in-service instruction for staff

Provides training for volunteers

Secures sponsorships for youth teams

Recruits tournaments for special events to facilities

Assists in preparing the sports related component of the department's annual budget

Attends Departmental staff meeting

Performs other duties as assigned

**PHYSICAL REQUIREMENTS**

Job requires incumbent to stand, walk, sit, talk/hear, stoop, kneel, crouch, crawl, or balance, taste, smell, reach with hands and arms, use hands to finger, handle or feel. Must be able to clearly focus at 20 inches or less, must have clear vision at 20 feet or more, must be able to identify colors, must have good peripheral vision, good depth perception, and must have good fine focus abilities, and be able to lift up to 25 pounds.

**REQUIRED SKILL SETS***Occupational/Technical Skills*

A thorough knowledge of current techniques, practices, materials, equipment, rules, regulations, and safety precautions

Ability to operate motorized equipment necessary for athletic field maintenance

Ability to obtain NYSCA clinician, CPR/First Aid, and USSSA Umpire certification

Ability to use spreadsheet, database, word processing, and selected job-specific software

Knowledge of rules and practices of youth and adult sports and knowledge of scheduling sports leagues and tournaments

Must maintain a valid Ohio Driver's License and have the ability to drive

*Administrative Skills*

Ability to analyze and resolve situations and problems

Ability to organize work, set priorities and meet critical deadlines with a minimum of direction

Ability to plan, organize, assign, and direct work of staff to accomplish goals

Ability to adequately allocate resources to meet objectives

Ability to handle multiple priorities and projects

Ability to use techniques of effective time management

Ability to keep clear and accurate records and reports

Ability to process paperwork effectively

Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information

*Cognitive Skills*

Ability to make timely, sound decisions

Ability to perform standard business arithmetic, including percentages and decimals

Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities

Ability to interpret documents such as safety rules, operations, and maintenance instructions, or procedure manuals

Knowledge of basic budgetary principles

*Communications Skills*

Ability to let people know of decisions, changes, and other relevant information in a timely fashion

Ability to speak effectively one-to-one

Ability to speak effectively before groups and to respond to questions

Ability to demonstrate attention to and convey understanding of the comments or questions of others

Ability to use appropriate style, format, and tone in informal and formal business communications

Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary

Ability to prepare clear and concise reports, correspondence and other written materials

*Interpersonal Skills*

Ability to use tact and discretion

Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors

Ability to deal courteously and diplomatically with the general public

Ability to maintain issue confidentiality

Ability to arrive at constructive solutions while maintaining positive working relationships

*Leadership Skills*

Ability to take charge and initiate actions

Ability to create an environment in which subordinates are rewarded for accomplishment of group and individual goals

Ability to clearly assign responsibilities and tasks to others

Ability to instruct and train staff

Ability to provide performance feedback

**DESCRIPTION OF WORKING CONDITIONS**

Work is typically performed outdoors with some office work involved. Work will subject employee to dust, heat, and cold. Must be able to work heights, work around mechanical hazards, work around moving objects, and work around electrical hazards. Must be able to lift up to 25 pounds. Must be able to work without close supervision. Employee will have contact with the public and must be able to work alone, work irregular schedules, and work nights and weekends. There will be pressure from deadlines. Employee must be able to work directly with the public.

**EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS**

Possession of a bachelor's degree in recreation, sports management, physical education, or related field required; one to two years progressively responsible experience in recreation programming required; must be able to maintain a valid Ohio Driver's License; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.