

ATHLETICS PROGRAM MANAGER

PURPOSE AND NATURE OF WORK

This position is responsible for the management and oversight of the City/ Parish Athletics program which includes all activities of a small full time and casual staff, several community committees, and very large numbers of volunteers and participants engaged in funding, organizing, scheduling and conducting adult and youth team sports, leagues, swimming, tennis, and soccer. Incumbent evaluates new and existing programs and establishes procedures and guidelines for each, has supervisory responsibilities for a small staff of Recreation Coordinators, and works under the general direction of the Director of Parks, Arts, Recreation, and Culture.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of the duties.)

Establishes rules and regulations for Youth Associations, and amends when necessary.
Establishes and monitors neighborhood boundaries for athletic participation. Works with the board of each neighborhood association and applicable PARC division managers to coordinate athletic activities. Attends night and weekend meetings of neighborhood youth organizations. Plans, organizes and conducts, through Recreation Coordinators and directly, athletics programs. Recruits volunteers, trains officials, provides recognition, encouragement and represents the PARC Department in problem resolution. Meets with public, participants, and others concerning problems and difficulties. Plans, schedules, attends, and resolves difficulties with tournaments, games, and activities, including those at night and/or on weekends.

Manages the tennis and swimming divisions including all purchasing for capital needs, supervision of associated casual personnel, volunteer coordination, coordinating with the Parks and Recreational Maintenance Manager for maintenance needs, and responding to public complaints and inquiries regarding programs. Ensures adherence to associated cooperative endeavor agreements and contracts, and provides operational advisement to PARC Director on amendments to same.

Prepares annual budget for all athletic programs and is responsible for the monitoring and approving of associated expenses.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the City/Parish athletics programs, activities, schedules and Department's requirements.

Thorough knowledge of the principles, practices, and objectives of public recreational athletic programs.

Considerable knowledge of the rules, techniques, and equipment requirements of various competitive sports.

Knowledge of safety precautions, programs and requirements, and first-aid methods applicable to athletic programs.

Ability to plan, organize and direct complete and comprehensive athletic programs.

Knowledge of Consolidated Government's purchasing principles, policies and procedures.

Experience working with warranties and contracts, and ability to tactfully and effectively ensure adherence to same.

Ability to establish and maintain effective working relationships with employees, community leaders, volunteers and the general public.

Ability to express ideas clearly and effectively, both orally and in writing.

Ability to use computers as related to the area of assignment.

Ability to enforce regulations firmly and tactfully.

DESIRABLE TRAINING AND EXPERIENCE

Bachelor's degree with major course work in recreation/physical education, and considerable experience in organizing and administering local government athletic programs, including supervisory experience; or an equivalent combination of training and experience.