

SOCCER LEAGUE COORDINATOR

JOB SUMMARY

Performs highly; responsible administrative and supervisory work managing and organizing the Town's sports programs.

SUPERVISION RECEIVED

Activities are conducted with considerable operational independence and judgment under the general supervision of the Recreation Director who is consulted on major policy decisions and evaluates work in terms of effectiveness.

SUPERVISION EXERCISED

Supervises a staff of volunteer coaches. Provides input for employee/volunteer selection (with the Recreation Director's approval), training, evaluation, and discipline.

DUTIES AND RESPONSIBILITIES

(The listed examples are illustrative only and may not include all duties found in this position.)

1. Responsible for the cleaning (eg. picking up sticks and trash) preparation and maintenance (eg. painting lines) of Soccer Fields and enforcement of field rules. Maintains inventory of supplies at storage sheds. Ensures that all safety equipment is in proper working order and replaces and stocks new safety equipment as needed. Cleans fields at end of season, pulls and stores equipment and secures fields for the winter, including removing nets from frames.
2. Prepare for parking at events.
3. Works in coordination with the Recreation Director to interview and hire seasonal volunteer staff members.
4. Prepares practice schedule and weekly game schedule.
5. Coordinates, administers and evaluates the renewals of First Aid and CPR certifications.
6. Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Must be CPR and First Aid certified. Must know how to administer first aid and use first aid equipment. Knowledge of the facilities and equipment needed to operate an athletic field. Ability to plan, organize, prioritize, coordinate, direct, and evaluate the activities and personnel involved in operating athletic programs. Ability to speak, write, and communicate clearly and effectively, both orally and in writing. Ability to establish and maintain effective working relationships with employees, Town officials, and the public.

MINIMUM QUALIFICATIONS REQUIRED

Should have at least two years of athletic team organization experience in supervising staff, including supervisory and administrative experience, certified in CPR and basic first aid; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities. Must be 18 year of age or older and possess a valid New Hampshire Drivers License.

SENSORY REQUIREMENTS

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required.

PHYSICAL ACTIVITY REQUIREMENTS

Seasonal and irregular hours; participation in physical activities. Walking or standing for extended periods may be required. Should have a high level of energy and be able to withstand exposure to sunlight and sometimes harsh outdoor elements for long periods of time.