

Taylor County Board of County Commissioners
JOB TITLE: Sports Complex Coordinator

EXEMPT (Y/N): Y	UNION (Y/N): No
Pay Grade 200	WORKERS COMP: 9102
DEPARTMENT: Sports Complex	
SUPERVISOR: Environmental Service Director	
DATE: March 5, 2012	
APPROVED BY: BOCC	Edited: 10/1/14

THIS POSITION DOES NOT TAKE TANGIBLE EMPLOYMENT ACTIONS

SUMMARY:

This position is responsible for overall management of the Sports Complex, including sporting events, tournaments, cultural events, and concession management. The Sports Complex Coordinator shall be an energetic, self-starter with good communication skills and must be able to work calmly in a high stress environment while possessing excellent customer service skills. Provides direction to and supervises regular, temporary and volunteer staff, including selecting, monitoring, training, scheduling and determining workloads; assists with hiring, disciplinary and evaluation processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following with other duties may be assigned. The Sports Complex Coordinator's duties and responsibilities shall generally include recreational league project management, overseeing operation, maintenance and any usage of the Sports Complex. Such Coordination will extend to working directly with County and City Officials, supervising part and full time staff, Inmate work crews and coordinating with the public and private sports league representative and various other citizen groups or individuals. Other duties more specifically include, but are not limited to the following:

- Implement recreation activities and other related programs, schedule facility usage and lead recreation league programs
- Plan and implement tournaments, and other special events and activities
- Promote and coordinate assigned activities, including program marketing, event recruitment, staff and volunteer training
- Ensures that the Sports Complex facilities are effectively maintained and safely operated, including managing the day-to-day operations of facilities, programs, and equipment
- Provide information related to assigned programs for evaluating effectiveness and recommendations for improvement or modification; conduct research and surveys regarding recreation issues and programs.
- Recommends, develops, and ensures that policies and procedures are adhered to
- Research sport and recreation programs, funding sources and project requirements
- Ensure a variety of sport, recreation, and cultural programs are planned and implemented annually
- Respond to inquiries and concerns regarding recreation activities with an emphasis on resolving conflicts within scope of responsibilities
- Build and foster a good working relationship with community leaders, sponsors, parents, and volunteers
- Adhere to food service safety and sanitation standards

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- Facilitate Daily Reporting of Event Sales and Proceeds with Finance Department
- Notify Taylor County Maintenance Personnel of Site, Building, Plumbing or Electrical Issues
- Ensures proper and routine general cleaning of facility buildings, grounds and equipment
- Make trips to local and non-local retailers to purchase products on a routine basis
- Supervise, Schedule and Train Volunteers for Concession and Admission Gate staffing
- Supervise Community Service or Trustee Works and Department of Correction Inmate Crews
- Validate Admission through numbered ticket sales
- Create and maintain an annual budgeting, ordering and inventory system
- Seasonally will work multiple evening and weekend hours
- Provide excellent customer service
- Resolve questions or problems not defined by standard practice or established procedure
- Perform other duties as required

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE:

- Education equivalent to high-school education and one year experience in: recreation league programs, customer service and food preparation and sales industry. The Sports Complex Coordinator shall possess or receive ServSafe Food Protection Manager Certification or equivalent within 6 months beginning employment and National or State Sports League Management Training or Certification Eighteen months of beginning employment. Salary for this position will be commensurate with experience and education.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must successfully pass a physical exam by the Medical Director.
- Required to see, talk and to hear.
- Required to stand, walk, sit, reach with hands and arms, and stoop and kneel.
- Frequently required to lift and/or move heavy items when loading and off-loading supplies.
- Must be able to operate a motor vehicle, utility tractor, and John-Deere Gator or similar equipment.

WORK ENVIRONMENT:

The Sports Complex Coordinator is expected to manage, coordinate, supervise, staff, and oversee recreational league sporting events, tournaments, and other events held at the Sports Complex. The Sports Complex Coordinator may find the atmosphere to be emotionally charged, stressful and demanding. He/she may also have to manage multiple events and groups of personnel simultaneously. He/she from time to time will have to work odd or long hours to coordinate special events, projects, or to manage, participate in or coordinate evening and/or weekend activities. The

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Sports Complex Coordinator must be prepared to deal with injuries and accidents as a result of recreational and sporting events.

This position will work frequently with, in and around County/City Employees, Volunteer groups, Community Service or Trustee Workers and Department of Correction Inmate Crews.

PREFERRED CRITERIA:

- Multiple years of Food Service employment in management level position with responsibilities of worker management and inventory
- Knowledge and experience with food preparation equipment operation
- Knowledge of financial techniques involved in daily sales and inventory accounting
- National or State Sports League Management Training or Certification
- Previous Coaching and/or Umpire/Referee certification or experience in recreation league sports programs

APPLICATIONS:

Applications can be obtained from www.taylorcountygov.com but must be returned to WORKFORCE by one of the following ways: save the application to either a disk or computer after you fill it out, then email to: EFM-Employers@nfwdb.org with your application attached or print and deliver to MOBILE CAREER LAB at SAVE-A-Lot Shopping Plaza on Tuesdays, Wednesdays or Thursdays 9:00 A.M.– 4:00 P.M.; or mail to 705 E. Base Street, Madison, FL. 32340 or fax to 850/ 973-9757. Position will be open until filled. Taylor County Board of County Commissioners is an Equal Opportunity, Veteran's Preference, background checking, drug testing employer.