

CITY OF HARRISONBURG
invites applications for the position of:
Athletic Program Coordinator

An Equal Opportunity Employer

SALARY:

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$19.76 - \$22.72	\$1,580.80 - \$1,817.60	\$3,425.07 - \$3,938.13	\$41,100.80 - \$47,257.60

OPENING DATE: 12/09/22

CLOSING DATE: Continuous

DESCRIPTION:



Do you want to utilize your organizational and administrative skills to plan, organize, coordinate, implement, and supervise all varieties and aspects of the City's athletic programs and sports activities? If so, consider applying for the Parks and Recreation Department's Athletic Program Coordinator position!

The Athletic Program Coordinator is a full-time position with benefits and a preferred hiring range of \$19.76 - \$22.72 per hour (equivalent to \$41,100 - \$47,257 annually); however, an exact salary will be dependent upon the selected candidate's qualifications/experience and in compliance with City policy. *Applicants who do not meet the qualifications for the Coordinator level may be considered for another level within the department at an annual rate commensurate with applicant qualifications.*

As the Athletic Program Coordinator, you'll:

- Manage, plan, and oversee implementation of the seasonal and day-to-day operations of the City's athletic program, which also includes the supervision of Recreation Specialists, part-time, seasonal, and volunteer staff members;
- Evaluate leisure needs of citizens and develop and implement athletic programs to meet needs;
- Research, review and revise class fees/charges and establish new fees/charges, as necessary;
- Plan, promote, and organize summer recreational camps;
- Maintain appropriate program registration records, tally program attendance for reports, and perform post-program evaluations;
- Make recommendations on athletic program improvements and delivery of athletic services;
- Maintain inventory of athletic equipment;
- Ensure the proper set-up of various sport-specific athletic fields, gymnasiums, and other athletic facilities;
- Coordinate the use of outside facilities for games and practices;
- Assist with the scheduling of assigned facilities and facility users;
- Work with Harrisonburg City Schools, Youth Associations, and outside user groups to schedule athletic programming;
- Assist with the management of contract staff;
- Assist with payment processing and monitoring of program participants;

- Maintain and update administrative policies and procedures;
- Assist with the Athletic Division budget preparation and management;
- Assist with the preparation of social media content, flyers, and website content;
- Perform other public relations work relating to City athletic programs;
- Assess personnel and equipment needs;
- Assist with the hiring, training, scheduling, and supervision of part-time staff for both day and evening programs.

A list of the ideal candidate's knowledge, skills, and abilities for this position is available in the [Athletic Program Coordinator](#) class specification.

Minimum Requirements:

- Undergraduate degree with coursework in parks and recreation, sports management, physical education, leisure services, or related field and minimal experience in the supervision of recreation programs and staff. An equivalent combination of education and experience may be used to meet this requirement.
- Valid driver's license.
- Availability and willingness to work a varied schedule, including days, nights, weekends, and holidays.
- [Click here to view the physical requirements for this position.](#)

The selected candidate for this position will be subject to the following screenings and must receive satisfactory results:

- DMV record review;
- Drug screening; and
- Criminal background check.

To Apply: In order to be considered, all candidates must submit a complete City of Harrisonburg online employment application, include previous work experience and education history. This position may close at any time after 10 calendar days. (posted 12/09/2022)

The City provides an excellent benefits package including health insurance, retirement (VRS & MissionSquare), life insurance, paid leave and holidays.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.

The City of Harrisonburg is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.harrisonburgva.gov/employment>

Job #5424 - (Dec 2022)
 ATHLETIC PROGRAM COORDINATOR
 CM
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OUR OFFICE IS LOCATED AT:
 409 South Main Street
 Third Floor
 Harrisonburg, VA 22801
 540.432.8920
 540.432.7796
employment@harrisonburgva.gov