

## Shelbyville/Shelby County Parks & Recreation

### Position Description

**Position Title:** Assistant Athletic Director

**Position Reports to:** Athletic Director

**Division:** Parks & Recreation

#### **STATEMENT OF AUTHORITY:**

The Director of Parks and Recreation delegates the authority of this position. The Director of Parks and Recreation makes the appointment to this position upon the recommendation of a five (5) member review board.

#### **SUMMARY STATEMENT:**

This position provides assistance to the Athletic Director in the areas of youth and adult sports, athletic facility management and maintenance, special events programming as well as general park operations.

#### **MINIMUM QUALIFICATIONS:**

This individual shall:

- Budget and accounting knowledge and computer skills
- An ability to provide good public relations and public speaking abilities. Able to use appropriate communication channels and use professionalism while communicating with parents, coaches, staff, etc.
- Be self-motivated, a team player, and willing to work outside of normal operating hours during times of unexpected issues, weekend tournaments, special events, etc. ~ 40-60 hours/week
- Be in good overall health.
- Have good organizational skills
- Dress appropriately and follow park established uniform guidelines.
- Demonstrate confidentiality, accuracy, firmness, tact, courtesy, resourcefulness, fairness, diplomacy, dependability, neatness, and trustworthiness
- Demonstrate appropriate temperament in all contacts and relationships i.e., staying calm, respectful, and collected with parents, staff and patrons of the park.

**Nature & Scope:** Under the direction of the Athletic Director, this individual will perform supervision and programming over all parks and recreation sport activities. This will include but not limited to setting up all intramural programs such as softball, basketball, soccer, tennis, volleyball, baseball, sports' clinics, special tournaments, officials' and coaches' clinics, etc. This individual shall possess the knowledge of all rules in all sports and shall fill in as a game official as the need arises. This individual shall insure that all aspects of signups, scheduling, awards, uniforms, fields, tournaments, clinics etc. are carried out in an organized, efficient and professional manner. This individual will also coordinate with community organizations and schools during this process, as needed. Other duties will include but not limited to: speaking to civic groups, schools, churches, etc. to promote and educate the community regarding the Parks and Recreation department; recruit sponsors and donations for park athletic programs; make periodic inspections of athletic facilities and advise the Athletic Director and Assistant Director of Parks and Recreation of needed repairs and improvements; follow all written policies and procedures established by the Parks System; assist the Athletic Director and Assistant Director of Parks and Recreation with various special events throughout the Parks system; assist the Athletic Director where and when needed to insure a well run and professional Parks and Recreation Department; serve as the Athletic Director in his/her absence.

**ACCOUNTABILITY:** This position is responsible to the Athletic Director