

JOB OPENING

Troup County Government

Position: Athletics Coordinator	Department: Parks & Recreation - West Point	Salary: \$24.48/Hr
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Under general supervision and instruction this position is responsible for coordinating the development and implementation of athletic programs, activities and events.

Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Must have at least 1-3 years minimum experience in a related field
- ⇒ Knowledge of athletic program management principles
- ⇒ Knowledge of budget management principles
- ⇒ Knowledge of marketing and public relations principles
- ⇒ Knowledge of computers and job-related software programs
- ⇒ Skill in planning and problem solving
- ⇒ Skill in administering and delivering recreation and educational programming
- ⇒ Skill in interpersonal relations
- ⇒ Skill in oral and written communication

Essential Duties and Responsibilities:

- ⇒ Organizes teams, leagues and tournaments; secures coaches, officials and part-time staff; trains volunteers and staff; conducts coaching clinics and league meetings; secures facilities, equipment, supplies and awards for league play; conducts draft for league development
- ⇒ Assists in planning, coordinating and monitoring athletic programs and activities; promotes and publicizes athletic programs and activities
- ⇒ Identifies problems and issues; develops solutions and resolves complaints
- ⇒ Maintains inventory of supplies, equipment and concessions; makes purchases as needed; issues supplies and equipment; maintains program files and records
- ⇒ Prepares team standings and notices of upcoming events; schedules team pictures; seeks donations and sponsorships for programs; performs the duties of a coach or game official as required
- ⇒ Prepares activity reports, program flyers and information sheets; sets up and posts activity calendars; prepares a variety of program reports
- ⇒ Conducts interviews and makes hiring recommendations for part-time staff; initiates background checks and processes required paperwork; answers telephone and greets visitors; provides information and assistance
- ⇒ Performs all other related duties as assigned

Employment Applications will be accepted Until Filled on Troup County's website @ www.troupcountyga.gov.

Job #: 10202026 Athletics Coordinator

Grade 16

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Eric Mosley

Eric Mosley, County Manager

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