

Orange Community Education & Recreation

Job Description



Position: Sports Coordinator
Schedule: Full-time, 260 days
Reports To: Director of Community Education & Recreation

Adaptive Recreation Coordinator

Orange Community Education and Recreation provides outstanding recreation and discovery opportunities for people of all ages and abilities. The department is a nationally recognized, CAPRA accredited organization offering programming in arts, theatre, sports, preschool discovery, youth camps, before/after school activities, as well as adaptive recreation, adult recreation, senior adult recreation and aquatics.

The Sports Coordinator is a key member of the department and reports to the Director of Community Education & Recreation. The Coordinator assists in the creation, development, supervision, implementation, and evaluation of recreation and travel sports programs serving more than 3,000 people annually. The Coordinator follows and supports policies, procedures, operational guidelines, and department culture. The Coordinator is instrumental in helping to accomplish the progressive mission of the department. The selected candidate will work in a fast-paced, friendly and supportive environment. Evenings and weekends are required as needed.

Duties and Key Responsibilities

- Lead daily operations and program development for a large, multi-faceted sports division;
- Monitor the recruitment, hiring, training, support and supervision of part-time staff, coaches, and volunteers;
- Develop new and existing skill-based activities and leagues for recreational and competitive sports athletes across multiple sports year-round;
- Supervise the development, implementation, marketing and fiscal monitoring of activities, leagues, trainings, and events to meet the overall needs of the department and community at large;
- Utilize computer skills and specialized software to manage and develop strong communications, procedures, and operational direction for staff, families, and community stakeholders;
- Keep an organized work space and operate with a high attention to detail;
- Work as a committed team member with all staff in promoting and exemplifying the mission, principles, goals and philosophies of the department and schools to the community and public at large.

Job Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- **Self - Management:** Contribute to a work culture based on trust, transparency, and customer-driven service; demonstrate the ability to be proactive and innovative in managing division issues, challenges and opportunities; identify and work to correct areas of inefficiency, underperformance and items that do not align with the department's and/or district's culture.
- **Planning/Organizing:** Prioritize and plan work activities and use time efficiently; delegate tasks to appropriate subordinates and look for areas to expand others' job knowledge.
- **Judgment:** Exhibit sound and appropriate judgment; support and explain reasoning for decisions; include appropriate people in the decision-making process; and make timely decisions.
- **Professionalism:** Approach others in a tactful manner; react well under pressure; treat others with respect and consideration; accept responsibility for actions; and follow through on commitments. Demonstrate consistent attendance, on-time arrival and availability.

- **Problem Solving:** Identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; work well in group problem-solving situations; and use reason when dealing with difficult topics.
- **Customer Service:** Manage difficult situations; respond promptly to customer needs; solicit customer feedback to improve service; respond to requests for service and assistance; and meet commitments.
- **Interpersonal Skills** - Focus on solving conflict; remain open to others' ideas and try new things; must be able to deal with people and patrons under stressful situations.
- **Teamwork** - Promote and support work teams; put success of team above own interests; and support everyone's efforts to succeed; find opportunities for team development.
- **Organizational Support** - Be familiar with and follow all policies and procedure established by the department and Board of Education; maintain knowledge of basic school district and local government rules, and laws.
- **Safety and Security** - Use good safety awareness, judgment and follow district policies; report potentially unsafe conditions; use equipment, following manufacturer safety instructions; and follow agency ergonomic policies/procedures.
- **Supervisory** – Have the ability to relate to and supervisor people of all ages while engaged in sports activities, including redirecting unwanted behaviors and encouraging positive behaviors and sportsmanship.

Other Key Skills:

- Knowledge of the principles and practices of program development and administration; ability to administer, organize, implement and evaluate sports activities, leagues, and events.
- Ability to establish and maintain effective working relationships with employees, community members, district staff members and the general public.
- Ability to manage multiple, complex, and ongoing schedules.
- Ability to respond to and adapt activities based on participant and community needs.
- Ability to lead and intervene in challenging situations.
- Ability to effectively communicate both orally and in writing in English.
- Skills in use of computer software such as Google Suite products, Microsoft Word, Excel, PowerPoint, Adobe Suite products and various online applications.

Minimum Qualifications:

- Progressively responsible experience in the development, supervision, and evaluation of recreation-based sports activities and skill-based programs, and leagues is required; coaching experience will not satisfy the requirements for this position.
- A Bachelor's degree in Sports Management or Recreation Administration is required; Master's degree preferred.
- Highly detail-oriented with strong communication and follow-up skills.
- Proficiency with Microsoft Office and Google Suite require.
- Must have a valid Driver's License.
- Current CPR/First Aid Certification desired or ability to become certified.
- Knowledge of aquatics operations is a plus.

Additional Insights:

- Evening and weekend hours are required as needed.
- Balancing, bending, climbing, crouching, kneeling, reaching, or standing is necessary; lifting, carrying and moving work-related supplies/equipment up to 50 lbs. is a regular requirement of this position.
- There is a 90-working-day probationary period for all new employees.