

**CLOVIS UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>Position:</b>	Coordinator, Sports and Recreation	<b>FLSA:</b>	Exempt
<b>Department/Site</b>	Educational Services	<b>Salary Grade:</b>	Appropriate Placement on Salary Schedule
<b>Reports to/Evaluated by:</b>	Assistant Superintendent of Educational Services	<b>Salary Schedule:</b>	Admin. Management

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**SUMMARY**

The purpose of the position is to develop and supervise sports and recreation activities throughout the district. Employees in this classification perform at management level and are responsible for monitoring sports and recreation activities and various co-curricular activities to ensure the general welfare of participants.

**NATURE AND SCOPE**

Under the supervision of the Assistant Superintendent, Educational Services, this position is responsible for the developing, planning, supervising, and participating in the day-to-day operations of a variety of community recreational activities and programs. The incumbent works within a framework of established program guidelines and is expected to perform the full range of recreation activities skills including organizing, coordinating, and participating in activities and monitoring program effectiveness. The incumbent receives direction when assignments are made and has considerable latitude in selecting work methods. The incumbent is expected to refer to the administration for instruction on matters that do not conform to established policy. In addition, this position is responsible for working with various co-curricular programs throughout the district.

**ESSENTIAL TYPES OF DUTIES** (Examples)

- Coordinate with the Assistant Superintendent, Facility Services, the use of facilities that support the District co-curricular programs and activities.
- Coordinate the District Elementary Athletic League and serve as the Elementary Athletic League Commissioner.
- Plans, organizes, implements, participates, and evaluates a variety of youth and adult recreation and sports programs and activities across the district.
- Provides leadership in the implementation of short and long range plans; coordinates department activities with other departments and agencies as needed.
- Recruits, trains, and supervises recreation staff and volunteers.
- Schedules the use of parks, playgrounds, and school facilities for program activities.

- Works with local agencies and service organizations to coordinate activities.
- Prepares periodic reports detailing the status of recreation program activities.
- Prepares work schedules and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Performs various administrative and basic budget duties, e.g., collects, counts, tracks, and secures funds for recreation programs. Assists with budget management.
- Works directly with Administrative Secretary II on all budgets.
- Develops media releases, fliers and other promotional materials for program activities.
- Prepares reports and processes forms necessary for program administration. Maintains program records.
- Attends all standing meetings with direct supervisor and periodic meetings with Assistant Superintendent, Educational Services.
- Coordinates all facilities with district office and school sites for use by community rec.
- Works directly with elementary sites on all athletic programs, district championships, officials, facilities, etc.
- Supports the Assistant Superintendent, Educational Services with state championships, district events such as the Athletic Hall of Fame and any athletic related events.
- Supports and works collaboratively with all 7-12 athletics as needed.
- Work evenings and weekends as programs are in session.
- Work collaboratively with the Gymnastics and Dance Academy, Aquatics program, Clovis United and any other Sports and Rec programs
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge and Skills:**

Knowledge of the principles and practices of recreational and leisure sports programming development, administration, and delivery. Sufficient human relations skills to communicate specific information and to achieve harmony in a work setting. Considerable knowledge of pertinent federal, state, and local rules, regulations, ordinances, and other regulatory standards applicable to the work. Knowledge of the objectives and ideals of public recreation, with thorough understanding of activities applicable to a demographically and culturally diverse community. Knowledge of current principles and practices of child safety and instruction work.

**Abilities:** Must be able to perform all the essential duties of the position under general guidance. Demonstrated ability to independently maintain and monitor sports and recreation activities. Must be able to understand and follow District policies, procedures, rules, and regulations. Requires general arm, hand, leg, and body coordination to use standard sports and recreation equipment. Must be able to orient and train sports and recreation staff. Ability to clearly communicate information both verbally and in writing.

**Physical Abilities:** Working environment requires physical ability to stand for extended periods of time, stoop and infrequently lift objects up to 50 pounds. Requires the ability to stand for extended periods of time, bend, kneel and stoop. Must be available in evenings and weekends while programs are in session.

**Education and Experience:** Bachelor's degree, supplemented with experience in staff supervision and scheduling preferred; three years classroom experience, or equivalent; coaching experience; business degree or experience preferred; or equivalent combination of education, training, and experience.

**License and Credential:** Valid California teaching credential or equivalent, CPR/First Aid certification and a California driver's license.

**Working Conditions:** Work may be performed in a gym or outdoor environment where exposure to noise levels range from moderate to loud and occasional to frequent time periods. Occasional extreme cold and heat due to temperatures associated with weather.