

**Shelbyville/Shelby County Parks & Recreation**  
**Position Description**

Created: May, 2018

**Position Title: Assistant Parks Director / Athletic Director**

**Position Reports To: Director of Parks and Recreation**

**Division: Parks & Recreation**

**STATEMENT OF AUTHORITY:**

The Director of Parks and Recreation delegates authority for this position. Appointment to this position is made by the Director of Parks and Recreation upon the recommendation of a five (5) panel interview and review committee which can include the Director of Parks, Business Operations Manager, members of the parks and recreation board of directors, and/or members of the city and/or county administration teams.

**SUMMARY STATEMENT:**

This position shall be a supervisory and administrative position which provides assistance to the Director of Parks and Recreation in the areas of youth and adult sports management, oversees all athletic operations and programs, special event programming, and provide assistance to the Director of Parks and Recreation with the overall administration of all park operations.

**MINIMUM QUALIFICATIONS:**

- Have a minimum of a bachelor degree in the area of sports management, parks and recreation, or approved related field or a minimum of 5 years' experience in the field of parks and recreation or sports related management.
- Should have strong budgeting and accounting knowledge and overall computer skills.
- An ability to provide good customer service, public relations and public speaking abilities in all areas of parks and recreation. Able to use appropriate communication channels and use professionalism and tact while communicating with parents, coaches, staff, umpires, referees, etc. as well as general park users and paying members/customers.
- Be self-motivated, a team player, and willing to work outside of normal operating hours during times of unexpected issues, weekend tournaments, weeknight games, special events, etc. Work weeks in excess of 40 hours a week are common including evening and weekend work.
- Be in good overall health.
- Have good overall organizational skills and handle multiple jobs and/or issues at one time on a consistent basis.
- 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, coaches, staff and patrons of the park.
- Reside in Shelby County to insure good community relations and availability. Or be willing to re-locate in a reasonable timeframe to best suit the demands of the position.

**JOBS DUTIES AND RESPONSIBILITY:**

- **Serves as second in charge of all park system operations.**
- Under the general supervision of the Director of Parks and Recreation, this individual will perform supervision and programming over all athletic activities and facilities. This will include but not limited to: Organizing, scheduling, promoting, and evaluating all athletic programs such as baseball, football, basketball, soccer, softball, volleyball, futsal, tennis, sports clinics, special tournaments, officials and coach's clinics, etc.
- Safety of participants and staff is top priority. Insures that all athletic facilities are safe and free of hazards. Makes the necessary adjustments for safety and notifies proper park staff of safety hazards.
- This individual will insure that sign-ups, scheduling, awards, uniforms, fields, tournaments, clinics, etc. are all organized and carried out in an efficient and professional manner.
- Individual is expected to be in close proximity, be readily accessible, or have someone assigned and available to handle problems or issues that arise with coaches, umpires, referees, parents, etc. and in game disputes at all park athletic events. The Asst. Parks Director / AD or designee has the final call on in game disputes.
- Individual is to insure that the parks athletics code of conduct for coaches, parents, and staff is up to date, followed, enforced, and distributed to coaches, parents, and staff.
- This individual is expected to work with and be liaison with local schools in promoting park athletic programs, scheduling facilities such as gymnasiums or ball fields for park program use, scheduling park athletic facilities for school use if necessary, and other park/school relations.
- Individual oversees all athletic facilities on park property and ensures athletic facilities are well maintained and meets the proper standards and expectations. Make frequent inspections of athletic facilities and advise the Parks Maintenance Supervisor and the Director of Parks and Recreation of needed repairs and improvements. Documents, reports, and fills out work orders for maintenance needs or safety concerns on all athletic facilities.
- Individual supervises, organizes and maintains the parks athletic concession stands for athletic events including but not limited to inventory, money handling procedures, reporting, stocking of supplies, proper cleanliness, employee management, health department permits / inspections, an all other operations.
- Screens, interviews, and hires all athletic personnel. And assist Director of Parks with other park personnel interviews, decisions, disciplinary actions, etc.
- Maintain personnel files for all athletic department employees on attendance records, disciplinary actions, work performance, and corrective actions according to park SOP's. Perform regular performance evaluations and reviews for athletic employees as well as assist the Director of Parks with personnel evaluations of other parks staff as needed.
- Be firm and fair with all staff / contract labor (concession, umpires, referees, etc.) on attendance, work performance, disciplinary issues, etc. As well as with volunteer coaches, parents, etc. Take any corrective action necessary and follow park SOP's and athletics code of conduct for all personnel actions.
- Submits appropriate and accurate payroll information for contract labor (referees, umpires, scorekeepers, etc.) in a timely manner and/or when Admin Assistant requests it.

- Assist with preparing budget for the athletic department as well as the park system wide annual budget, provide budget information to director/parks board when requested and monitor budget throughout the year to ensure athletic areas and other park areas as assigned are within budget. Communicate with Director any areas that are expected to be over budget and the reasons for.
- Keeps accurate records of all athletic program participants, registration forms, liability waivers, sport / league numbers, league evaluations/surveys, etc.
- Individual is expected to speak to local civic groups, fiscal court, city council, clubs, schools, churches, and etc. to promote the Parks and Recreation Dept. and its athletic programs.
- Individual manages and maintains the athletic scholarships program for potential participants and receives, reviews and approves the proper documentation and application. Provides information to Director and makes any updates to the process as needed.
- This individual shall in general keep up good public relations with the general public and the private sector and help to recruit sponsors and donations for athletic programs.
- Build community relationships with local schools, local businesses/organizations, and other community partners. Create buy-in to the park athletic programs and promote partnerships that are mutually beneficial to the park and community partner.
- Individual assist with supervising park ranger's daily duties, customer service relations, report logs, and inspections.
- Will serve as an evening and/or weekend supervisor along with other park department heads for park operations throughout the year.
- Individual will assist the Director of Parks & Recreation where and when needed to insure a well-run, professional Parks and Recreation Department.

**ACCOUNTABILITY:** This position is responsible to the Director of Parks and Recreation

**WAGE:** Salaried with Benefits. Range: \$40,000-\$45,000

**BENEFITS:** This position includes county retirement, health insurance, sick time and vacation time. Supplemental voluntary health insurance and other insurance are available. Also includes membership to Family Activity Center for the employee and immediate family members in the same household.