

**POSITION DESCRIPTION
COUNTY OF DECATUR, INDIANA**

POSITION: Recreation/Sports Coordinator
DEPARTMENT: Parks and Recreation
WORK SCHEDULE: As Assigned
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: March 2024

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Decatur County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Recreation/Sports Coordinator for the Decatur County Parks and Recreation Department, responsible for organizing recreational services and activities, promoting, selling, booking sporting events, and supervising staff.

DUTIES:

Supervises and directs assigned staff, involving providing orientation, training, and planning and delegating work assignments, and evaluating work performance.

Plans and organizes comprehensive recreational services and activities for youth and adults, including ensuring proper staffing, monitoring fees and expenses, and evaluating activities.

Prepares, implements, monitors, and reports on annual program goals and objectives, and budget.

Promotes tournaments, recreation programs, and activities in community by making speaking presentations.

Maintains calendars and implements website scheduling.

Performs various sports development/sales duties, including booking and servicing sporting events, maintaining database for accounts and prospects, meeting with local sports clubs and facility managers, participating in sports trade and marketing associations, and hosting on-site visits/tours.

Develops written bids and/or presentations to event organizers and promoters, including preparing schedules for meetings and events, coordinating calendars, and booking events.

Attends park/recreational trade shows, including setting up booths, arranging promotional materials, researching appointments, and following up with prospects.

Parks/RecSptsCoord

Provides input for activity budget planning process and activities.

Creates various reports, including bookings/sales, business conversion, room nights, economic impact, and services.

Attends professional associations, meetings, and community events as assigned.

Participates in workshops and seminars to stay abreast of industry trends and regulations.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Bachelor's degree from accredited school; or one to two years of related experience and/or training; or equivalent combination of education and experience.

Ability to meet all hiring requirements including passage of a drug screening, background check, and medical exam.

Thorough knowledge of Department programs and services, with strong organizational, communication, problem-solving, and group management skills.

Working knowledge of standard office policies and procedures with computer skills including word processing, email, spreadsheets, Canva, social media, and Department-specific software, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of basic filing systems and ability to create and maintain Department files and records.

Working knowledge of standard English grammar, spelling, and punctuation, with ability to prepare reports and correspondence.

Ability to supervise and direct assigned staff, involving orientation, training, and planning and delegating work assignments.

Ability to effectively communicate orally and in writing with co-workers, other County departments, organization planners, community organizations, educators, news media, various boards and commissions, vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to plan and layout assigned work projects and apply knowledge of people and locations.

Ability to plan and deliver presentations.

Ability to properly operate standard office equipment, including telephone, computer, copier, and calculator.

Ability to count, compute, and perform arithmetic calculations.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, work on several tasks at the same time, and work rapidly for long periods, occasionally under time pressure.

Ability to write proposals, contracts, promotional materials, mailings, and maintain organized files.

Ability to work extended hours, evenings, and weekends, and occasionally travel out of town for conferences, meetings, and workshops. Ability to respond to emergency situations on 24-hour basis.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs a broad range of duties involving many variables, including networking to bring sporting events/tournaments to County. Guidelines are not always clear, and decisions are sometimes made with no guidance.

III. RESPONSIBILITY:

Incumbent is responsible for proper completion of assigned tasks where desired results are clearly indicated. Incumbent exercises independent judgment in selecting and modifying programs and activities. Unusual problems or situations are discussed with supervisor.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, organization planners, community organizations, educators, news media, various boards and commissions, vendors, and the public, for the purposes of exchanging information, instructing, mentoring, and supervising.

Incumbent reports directly to Executive Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in an office environment and outdoors including sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying/pushing/pulling objects weighing over 50 pounds, bending, reaching, crouching/kneeling, handling/grasping/fingering objects, driving, keyboarding, close/far vision, color/depth perception, hearing sounds/communication, and speaking clearly. When outside, incumbent walks on uneven terrain, works in wet/icy surroundings and extreme temperatures, and in noisy environments.

Incumbent is required to work extended hours, evenings, and weekends, and occasionally travel out of town for conferences, meetings, and workshops. Incumbent is required to respond to emergency situations on 24-hour basis.

Interested applications can submit applications online at
Decaturcounty.in.gov/jobs
Applications should be submitted to hr@decaturcounty.in.gov

Decatur County is an Equal Employment Opportunity Employer