

VACANT POSITION
DEPARTMENT: LEISURE SERVICES
OBTAIN APPLICATION: www.spaldingcounty.com/careers
SUBMIT APPLICATION and PROOF OF EDUCATION TO:
employment@spaldingcounty.com or 119 E Solomon St., Human Resources Office
CLOSING DATE: Open until September 2, 2025

Job Title: Athletic Coordinator (Position #2530)
Salary: Pay Grade 9; Hiring Rate \$42,536 per year
Provisions of the Personnel Ordinance for Promotion/demotion/transfer
Work Schedule: Varied 40-hour schedule to include daytime, weekdays, evening hours, and weekends.

This position has been determined to be non-exempt under the provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: High School diploma or state-awarded GED required with a minimum of two to six months recreational experience (or related); or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position. Must have working knowledge of Microsoft Office Suite software.

GENERAL STATEMENT OF JOB: Under general supervision, plans, coordinates and implements recreation programs and special events for youth and/or adults. Duties include promoting and marketing programs and events; conducting registration; maintaining records; facilitating programs and evaluating processes. Reports to the Programs Supervisor.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office equipment and various sports and recreation equipment. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty pounds frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of forty to seventy pounds.

ESSENTIAL JOB FUNCTIONS:

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Plans, coordinates and implements recreation programs and special events.

Develops event and program plans to include staffing and volunteer needs; budget; supplies; registration fees; logistics and marketing. Provides input into catalog of program offerings to promote events and services.

Develops marketing/promotional materials which inform the public regarding program/event details and registration procedures.

Conducts registration transactions for the various programs and events offered. Utilizes computer software to develop program and event registrations and facility reservations.

Maintains records and files regarding events/activities sponsored by the department.

Recruits, collaborates and coordinates volunteers.

Utilizes computer for email correspondence and file storage.

Prepares event and program sites for appropriate activity. Purchases supplies as necessary.

Maintains program supplies and equipment.

Operates department vehicle to transport program equipment and supplies as needed.

Maintains records and files regarding all events/activities sponsored by Leisure Services and Parks & Public Grounds; ensures completion of proper documentation

Assists in registering and certifying volunteer coaches and logs data with National Youth Sports Coaches Association.

Conducts office duties as assigned; answers telephone, assists guests and submits necessary work orders utilizing computer software system.

Represents the department at district and state level tournaments.

Supports Community Center and Senior Center events.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

August 12, 2025
2530b