

WINFIELD RECREATION COMMISSION

Position: Sports Director

Salary Range:

\$45,000-\$65,000 plus benefits

General Description:

- This position operates within the Recreation Commission's plan, to organize and direct recreation and sports programs designed to meet the needs of the community. Under the general supervision and direction of the Superintendent of Recreation, the Sports Director will plan, organize, supervise, evaluate and promote sports programs for individuals of all ages, including but not limited to: youth individual and team sports, adult individual and team sports, teen activities and special events. Duties include all facets of directing assigned programs, securing needed equipment, overseeing team placement and conducting coaching clinics, establishing schedules for participants, hiring, training and scheduling of all needed staff for each program, coordinating use of facilities, operating within budget guidelines established for each program, implementing changes as needed in each program and evaluating each program to maintain quality and effectiveness.

Nature and Scope:

- Direct the total operation of those programs in which this person develops or is assigned; plan, initiate, organize and supervise sports programs assigned to him/her.
- Supervise, train and evaluate personnel as needed.
- Publicize recreation commission sponsored activities, events and programs through the appropriate media with approval of the Superintendent of Recreation.
- Answer daily calls and handle appropriately, while promoting a positive public image for the recreation commission.
- Provide assistance to other recreation staff as needed.
- Attend conferences, seminars and workshops for continued education of appropriate programs.
- Make frequent visits to on-going programs to interact with staff, volunteers, and participants, and to monitor activities in progress for use as an evaluation tool.
- Provide program information to Administrative Assistant for seasonal brochures.
- Provide excellent communications, both oral and written, to effectively answer and serve the public's questions and needs.
- Be available to work long and non-conventional hours and schedules when needed.
- Performance of this position is reflected by the high participation rate in all programs, providing proper preparation and organization for each program, and proper scheduling of facilities used.
- Possess adequate computer and typing skills to design and write appropriate material.

Qualifications:

- Bachelor's Degree in Recreation or closely related field;
- CPRP and CYSA certifications preferred.
- Experience in sports and recreation programming preferred
- Certification in first aid and CPR.