



CLASS SPECIFICATION FOR:

Recreation Sports League Coordinator II

General Statement of Duties:

Develops, plans, coordinates and facilitates sporting events and tournaments with local, state, regional and national participants and sponsors; liaisons with event and tournament sponsors to attract and retain events and tournaments; serves as league coordinator scheduling and coordinating sports leagues' use of County fields, facilities and equipment; plans and organizes special sports events; does related work as required.

Distinguishing Features of Class:

An employee in this class develops, plans, organizes and coordinates day of activities for sporting events, tournaments and/or special events held at multiple locations County-wide; assists with site management as assigned. Responsibilities afford opportunity for independent judgment in planning work and decision making. The incumbent works independently and on own initiative and receives general supervision with difficult or unusual problems discussed with the supervisor.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Schedules facility, staff and volunteers and oversees activities and facility's use on event days;
- Creates and maintains a master schedule of sports classes, leagues, clinics, camps, and tournaments;
- Plans, organizes and implements various County sponsored sports leagues including scheduling fields, assigning teams to leagues, coordinating games with umpire assignor, re-scheduling games that have been rained out, and serving as the day-to-day main contact for these leagues regarding rule interpretation, challenging of rules and league needs;
- Identifies, organizes and coordinates resources and logistics for facilitation of sports leagues and sporting events;
- Collaborates with the department's marketing staff to promote programming and other assigned activities;
- Evaluates contractors for quality of services provided and adherence to contract specifications and recommends continuation or termination of future use of contractor;
- Works directly and very closely with the Park Services section regarding practice and game schedules for both associations and tournaments and providing Park Services personnel with field sizes so that fields can be marked adequately and on time;
- Coordinates field and facility set up, support and maintenance internally with Park Services and with vendors as needed before and during event and works during the events as needed;
- Serves as Recreation & Parks main contact with over 50 travel (AAU) basketball teams, over 50 travel (AAU) baseball and softball teams, over 50 youth sporting associations, 18 youth baseball/softball organizations, 7 youth basketball organizations, 14 youth football/cheerleading organizations, 3 local YMCAs, 2 youth soccer organizations, 4 youth lacrosse clubs, 4 wrestling organizations, 4 track and field associations and multiple other miscellaneous organizations with participants throughout the County;
- Serves as the Recreation & Parks main contact for independent organizations looking to utilize Henrico County fields and facilities;
- Serves as the main Recreation & Parks main contact for scheduling, facilitating and coordinating of tournaments in Henrico County's parks, recreation fields and facilities, and schools;
- Works directly with Henrico Public Schools regarding scheduling of travel basketball tournaments, AAU sporting tournaments, travel basketball practices, basketball associations' practices and games;
- Ensures all field and gym requests from associations and travel groups are given consideration and assigns field space and gym space equitably, consistently and fairly based on size and locality of organization;
- Provides technical expertise on sporting events and related matters to staff, citizens, associations and sponsors;
- Ensures site and use compliance with County and other safety and risk management regulations and requirements;
- Verifies leagues' insurance complies with County requirements;
- Documents and reports all accidents and incidents as required by the County's Risk Management Division;
- Monitors and ensures the safety and cleanliness of the facilities, fields and equipments to ensure a safe environment for events and tournament participants;
- Ensures adequate safety of participants in programs and facilities, documents and reports all incidents and requests for maintenance/repairs to supervisor;
- Assists customers by addressing customer concerns;
- Works cameras and audio/visual equipment as needed to tape game and events and for live streaming;



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- Assists with the development of guidelines, policies and procedures for use of facilities and equipment;
- Identifies equipment and supplies needs, orders and maintains related inventories;
- Establishes and maintains effective working and professional relationships with local, state, regional and national sporting event and tournament sporting associations, participants and sponsors to attract and retain events and tournaments;
- Maintains an up-to-date "Sports Directory" of contact information for local sporting associations and serves as primary liaison between associations and County;
- Contracts with identified resources according to current procurement and fiscal guidelines;
- Oversees contracted resources to ensure delivery of services as contracted, reviews contractors' invoice for accuracy and approves payment, including submitting any required paperwork (paper and electronic);
- Prepares cost projections for identified and proposed classes, programs, activities, events and services;
- Accurately tracks and monitors costs of sports classes, programs, activities, events and services;
- Tracks, monitors and manages activities within approved Cost Center Budget;
- Recruits, interview, hires, and supervises temporary and/or seasonal staff as well as contractors and interns;
- Attends all required training and maintains all required certifications;
- Maintains current knowledge of sports management's best practices and guidelines as well as latest equipment and tools;
- Prepares routine and special reports as needed;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Extensive principles and practices of physical education, team sports management, and sporting event planning for diverse audiences; knowledge of strategic planning principles and theories to ensure event programming meets the needs and interests of target audiences and County's goals; considerable knowledge of varying types of demographics and associated needs and experience in planning a wide range of recreation activities; knowledge of available County fields and facilities available for sports leagues use; ability to plan small and large scale tournaments and events in single and multiple locations on single or multiple dates; ability to work effectively as a team member and/or leader; critical thinking skills with the ability to problem solve and make sound decisions, including but not limited to under pressure and in emergency situations; ability to present ideas and recommendations clearly and concisely both orally and in writing; ability to establish and maintain effective working relationships with County officials, employees and the public; good oral presentation and training skills and ability to direct the work of large staff and coordinate the activities of large numbers of event participants; project management skills; ability to learn and assist with marketing strategies; physical condition that permits the activities necessary in and inherent to the management of sports league and use of related equipment; accounting or other financial skills with sufficient ability to develop budgets and manage expenditures in accordance with County Finance policies and manage operations effectively within an approved budget; ability to keep accurate records and to make regular and special reports; good knowledge of personal computers and /or automated systems and the ability to enter, retrieve and report data; ability to use cameras and audio visual equipment to tape and live stream events; excellent customer service skills; tact; and courtesy. Requires working evenings, weekends, and some holidays.

Minimum Education and Experience:

Education: Four (4) year degree in physical education, exercise science, sports management or other relevant field;

Experience: Six (6) years of relevant experience in planning and coordinating sports leagues and sporting events;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

- Ability to work a flexible work schedule to meet department needs;
- First Aid, CPR, AED and other fitness and department specific certifications may be required;
- Must be able to lift at least 30 lbs as needed to move supplies and equipment;
- Requires valid driver's license.