



Athletics Program Coordinator - City of Livingston, Montana

Job Description:

Do you enjoy serving your community? This position performs advanced and responsible administrative work planning, coordinating, implementing, and directing all varieties and aspects of the City's athletic programs and sports activities. Work involves administering organized league sports and programs; recruitment, training, and coordination of coaches, officials, scorers, timers, etc. More information about our programs and department can be found here:

<https://www.livingstonmontana.org/rec>. Work is performed under the general supervision of the Recreation Director.

Work Location: In person at Livingston Civic Center, 229 River Drive, Livingston, MT 59047 and other athletic facilities within Livingston and local public schools

Job Type: Full-time, year-round

Rate of Pay: \$20.00 - \$22.00 per hour, depending on experience

Shifts: Availability to work any shift including days, evenings, weekends, and holidays.

Full-time Benefits Include:

State Retirement, vacation and sick accrual, holiday pay, paid parental leave, Medical, dental, vision insurance, life insurance, Flexible Spending Accounts and Health Savings Account, on-the-job paid training, Employee assistance plan

Essential Job Functions

- Regular, reliable on site attendance necessary
- Plans and implements assigned athletic programs and leagues
- Develops athletic programs under the direction of the Recreation Director
- Prepares, maintains inventory, plans for storage of, and issues athletic equipment.
- Maintains appropriate program registration records, tallies program attendance for reports, and performs post program evaluations
- Makes recommendations on athletic program improvements and delivery of athletic services
- Ensures the proper setup of various sport specific athletic fields, gymnasiums, and other athletic facilities
- Coordinates the use of outside facilities for games and practices
- Evaluates leisure needs of citizens and develops and implements athletic programs to meet needs
- Assists with hiring, training, scheduling and supervision of part-time staff for both day and evening programs
- Assists with the scheduling of assigned facilities and facility users
- Assists with Livingston School District, outside Youth Sports organizations, and outside user groups to schedule athletic programming
- Assists with the management of contract staff; payment processing and monitoring of program participants and provides notice of schedule changes
- Assists with budget preparation; create and/or monitor budgetary expenses
- Assists with the preparation of social media content, flyers, website content, and may perform other public relations work relating to City athletic programs
- Researches, reviews, and makes recommendations regarding program activity fees and charges
- Responsible for opening and closing of athletic fields/facilities daily/nightly
- Ability to research and analyze community athletic program needs
- Ability to exercise tact and courtesy in the frequent contact with program participants, employees, volunteers, and the general public

- Establish and maintain effective working relationships with community officials, associates, volunteer groups, program participants, and the general public
- Ability to resolve disputes equitably and with impartiality regarding sport conflict and activity
- Work a schedule requiring non-traditional work days
- Performs related tasks as required and assists the Recreation Director as needed with other tasks as requested

Qualifications for Success:

- Ability to work well under pressure, multitask, and work with frequent interruptions
- Ability to communicate effectively with co-workers and the general public
- High attention to detail with accuracy
- Strong customer service skills and ability to handle complex customer calls
- Ability to have familiarity with all municipally run youth and adult sports
- Skill in the operation of standard office equipment including keyboarding and use of various, standard computer software programs

Typical Qualifications

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of:

the principles, rules, materials and equipment required for a variety of athletic activities, and especially those used in municipal athletic programs

Rules and equipment of the sport or activity to which assigned

Occupational hazards and safety precautions of the work

The philosophy and objectives of public recreation and athletics

Must possess a valid US Driver's License with an approved driving history

Required to be first aid and CPR certified or get certified after hire

General knowledge of first aid practices and techniques.

Education and Experience:

- Undergraduate degree with coursework in parks and recreation, sports management, physical education, leisure services and/or related field
And/or
- Prior experience in the supervision of recreation programs and staff
- Active member of an existing sports recreation program, board, and/or organization preferred
- An equivalent combination of education and/or experience

SPECIAL REQUIREMENTS, LICENSES OR CERTIFICATIONS:

The following pre-employment screenings must be successfully completed with satisfactory results for this position:

- Department of Motor Vehicle Driving Record Review, Drug Screen, and Criminal Background Investigation

Physical Requirements:

- Requires the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and a negligible amount of force constantly to move objects
- Work requires climbing, stooping, reaching, walking, grasping, pushing, pulling, throwing, and repetitive motions
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word
- Hearing is required to perceive information at normal spoken word levels
- Visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, Visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or Equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities
- The worker is subject to inside and outside environmental conditions

To apply, please send cover letter and resume via email to HR@LivingstonMontana.org