

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE: League Coordinator
DEPARTMENT: Recreation Services
DIVISION: Leisure Services
REPORTS TO: Recreation Supervisor
FULL-TIME: _____ **PART-TIME:** **TEMPORARY:** _____

BAND/LVL: NE/00
JOB NO: 9195
DATE: 6/6/2014
FLSA STATUS: NE
COST CENTER: 520

REPLACES: League Coordinator

DATE: 5/09

JOB SUMMARY STATEMENT:

Coordinate basketball, softball and volleyball leagues under the direction of the Recreation Supervisor.

DUTIES AND RESPONSIBILITIES:

1. Assists the Recreation Supervisor in the general supervision and directing of city leagues.
2. Creates and distributes game schedules and posts game results.
3. Assists in the supervision of game management and directing field staff.
4. Works with participants in resolving issues with league management.
5. Assists the Recreation Supervisor in the promotion and advertising of leagues.
6. Works with the Recreation Supervisor and the Parks staff in coordinating and evaluation of field maintenance.
7. Assists the Recreation Supervisor with the surveying and evaluation process of each league to determine what changes need to be made for improving league management.
8. Establishes good communications with team managers and participants in helping to create a fun and safe environment for all leagues.
9. Assists with other various organized events, including the Fall Festival.
10. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
11. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

The above duties and responsibilities includes those tasks, physical and mental requirements, visual requirements, unique physical surroundings and mental/cognitive requirements listed in the Position Description Questionnaire and Task Analysis Worksheet.

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GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

High school diploma or equivalent. Must have a valid driver's license and maintain an insurable driving record.

EXPERIENCE:

Minimum one year experience with coaching or supervision of sports at the recreation or school level.

SKILLS:

1. Good oral communication skills.
2. Computer skills.
3. Good customer service skills.
4. Supervisory skills.

MENTAL REQUIREMENTS:

1. Ability to meet deadlines
2. Ability to show judgment in stressful situations.
3. Ability to train and guide others
4. Ability to prioritize multiple tasks
5. Alpha and numeric recognition
6. Ability to work in environment with many distractions and interruptions.
7. Ability to access situation and make recommendations.
8. Carry out assignments through oral and written instructions.
9. Ability to learn and understand PC software applications

PHYSICAL REQUIREMENTS:

1. Ability to lift 30 pounds and transport 50+ feet.
2. Ability to make and receive phone calls.
3. Hand and eye coordination adequate to input computer/typewriter
4. Ability to operate a motor vehicle.
6. Exposure to extreme temperatures.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct part time employees

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.