

Rim of the World Recreation and Park District

26577 State Highway 18 ■ P.O. Box 8
Rimforest, CA 92378
909-337-7275

Position Title: Job Description – Sports Leagues & Programs Specialist (Part Time, Non-Exempt, At Will)

Location: Rim of the World Recreation and Park District main office

Reports to: Public Relations & Programs Director

Days and Times: Various days and hours between Monday and Thursday, 8am – 5pm and Fridays, 8am - 4pm and as needed for evening programs, weekend programs, special events and meetings, with the General Manager Approval (in advanced)

Duties, Activities and Responsibilities:

Duties may include, but are not limited to, the following:

- Under the direction of the Public Relations & Programs Director, the Sports Leagues & Programs Specialist assists in the supervisory responsibilities for District sponsored or co-sponsored athletic programs including youth sports, adult sports, special athletic programs and/or camps, community athletic events, and afterschool athletic programs, etc.
- **Program Development:** Studies the recreational needs of the community for designing, implementing, and administering sports/athletic programs and leagues for various age groups and skill levels.
- **Scheduling:** Coordinating with the Recreation & Facilities Coordinator regarding schedules for games, practices, and events, ensuring there are no conflicts and that facilities are available. Set-up and clean-up of programs which may involve scheduling field and/or facility preparation.
- **Registration Management:** Overseeing participant registration processes, including managing fees, paid participant rosters, setting up programs using online recreation software, collecting data, and ensuring compliance with eligibility requirements.
- **Communication:** Serving as a point of contact for participants, parents, and coaches, providing information about programs, schedules, and rules. Collaborates with local/regional sports organizations.
- **Budget Management:** Assisting with fiscal budget planning, by preparing proposed income and expenses for programs and the management for programs, including tracking expenses and revenue. Submits purchasing request for program supplies, equipment, and materials. On behalf of the Park District, researches and applies for grant funding opportunities for sports related programs.
- **Coaching and Training:** Provide coaching or training to staff and volunteers, ensuring they understand program goals and policies.

- **Event Coordination:** Organizing tournaments, community athletic or special events, and championships, including logistics like venue selection, permits, and equipment. Assist and helps with Park District special events, park appreciation days, etc.
- **Promotion:** Supports marketing efforts for sports programs to the community through social media, and local outreach to increase participation. Produces and outlines program details and submits them to Public Relations & Programs Director by scheduled deadlines.
- **Safety and Compliance:** Ensuring all programs adhere to safety regulations and guidelines, including participant safety and risk management.
- **Evaluation:** Assessing program effectiveness through surveys and feedback, making recommendations for improvements.
- Demonstrate loyalty to the objectives of the District; build staff morale and spirit of cooperation; treat District staff and Board Members in a professional, courteous, effective manner; present public image.
- Other duties as assigned.
- **Physical requirements:**
 - Specific: Ability to move around facilities, fields, or courts to oversee activities, manage events, and interact with participants. Capacity to be standing for extended periods of time, especially during events or games, A certain level of physical fitness is required to demonstrate athletic activities. Good hand-eye coordination for demonstrating skills or participating in physical activities. Adequate vision and hearing to ensure safe and effective communication during events and programs. Ability to perform basic first aid or CPR, which may require physical capability.
 - Continuous: upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying items weighing up to 50 pounds
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Essential Job Functions:

- Knowledge of various types of sports and athletic programs for all ages and how to plan and develop them.
- Knowledge of league management
- Knowledge of basic field or sports facility preparation
- Knowledge of recreation financing techniques.
- Knowledge of purchasing and budget procedures.
- Ability to communicate effectively both verbally and in writing.
- Microsoft Office computer skills required.
- Work independently and/or cooperatively with supervisors, other employees and the public.

Job Qualifications:

- Bachelor's degree in recreation or related field (experience in recreation field may be substituted for education on a year for year basis).
- One year of experience in supervising recreational activities.

Other requirements:

- Possession of valid California Driver's License and Social Security card.
- Completed health screening report including a current TB test.
- Live Scan Screening
- Verification of current certification in First Aid and Child/Adult CPR/AED training or must have completed within the first 60 days of employment.