

RECREATIONAL SPORTS COORDINATOR II *

Function of Job:

Under administrative review of director and/or other designated supervisor, organize and direct all aspects of assigned recreational sports program, oversee promotion, facility maintenance, scheduling and assessment, and/or vehicle maintenance, supervise staff members, and perform coaching/teaching/supervision duties as assigned.

Characteristic Duties and Responsibilities:

1. Organize, develop, and maintain assigned recreational sports programs, including coaching and teaching responsibilities, and planning for team activities.
2. Recruit, hire, supervise, train, and evaluate students and staff as assigned.
3. Assist in formulation of policies, guidelines, evaluation processes, goals, and objectives for programs and other areas as assigned.
4. Prepare budget recommendations for assigned areas and control and monitor expenditures against approved budgets, including responsibility for financial accountability of program budget.
5. Coordinate scheduling of facilities and reservations for other areas as assigned.
6. Assess needs and interest, recommend programs to be conducted, evaluate after season ends, and make recommendations for changes as required.
7. As required, manage repair and renovation and maintenance projects to minimize impact on program participants.
8. Plan for each sport within assigned program, set up all competition, leagues, and registration, and provide needed facilities, equipment, supplies, medical needs, and personnel to operate program.
9. Develop publicity for each sport and season through various media techniques, including web sites and promotional calendars, and work with campus and off-campus groups to generate student participation for assigned programs.
10. As assigned, create scheduling program for all sports, preparation of facilities, assigned space for sports and rentals and equipment procurement.
11. Keep current and be familiar with teaching/coaching practices, and all rules, policies, and regulations pertinent to each sport conducted.
12. Develop and participate in workshops, clinics, and in-service training sessions pertaining to sporting/recreational activities, and attend meetings of professional recreational sports organizations.
13. Oversee all aspects of risk management, safety, and welfare of facilities and sports participants, utilizing own knowledge concerning the care and prevention of athletic injuries.
14. Oversee department vehicles, including scheduling for routine maintenance, annual inspections/registrations and managing vehicle replacement as assigned.
15. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in Recreation, Sports Management, or related field and three years professional experience in a supervisory/coaching position in athletics, recreation and/or physical education, including at least one year of full time staff supervision.
2. First Aid and CPR certifications.
3. Effective communication skills.
4. Thorough knowledge of sports and sports club organization and administration.
5. Participation in sports at the college/university level.

Additional Desirable Qualifications:

1. Master's Degree
2. Prior coaching and teaching experience.
3. Fitness instructor certification.
4. Knowledge of training officials and supervisory staff.
5. CPR/First Aid instructor certification.

11/3/08
System Approval

5/28/07
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Title change from original approved 7/9/76 as Recreational Athletics Coordinator; revised 10/27/76 and 11/25/81 as Recreational Athletics Coordinator II.