



**VALDOSTA - LOWNDES COUNTY PARKS AND RECREATION AUTHORITY
JOB DESCRIPTION**

**JOB TITLE: YOUTH ATHLETIC ASSISTANT
YOUTH ATHLETIC DEPARTMENT**

GENERAL STATEMENT OF JOB

Under general supervision, performs supervisory and athletic tasks in the assisting with the planning, organizing, and supervising of Youth Athletic Program. Work involves training and supervising part-time personnel for Youth Athletic Program; performing duties of part-time personnel in their absence; assisting with scheduling of the use of athletic facilities, preparing requisitions and reimbursements for maintenance expenses, purchasing and delivering supplies and equipment for program; addressing inquiries regarding program by electronic mail and telephone; preparing facilities for use; and performing other duties as assigned. Reports to the Youth Athletic Supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Monitors Youth Athletic events and weekend tournaments.

Addresses inquiries regarding Youth Athletic programs by telephone.

Trains and supervises part-time personnel for program.

Collects coaching applications; schedules coaches meetings; assists during coaching meetings; prints league rules to distribute at coaches' meetings.

Creates checkout lists for jersey order sheets, practice and athletic schedules; and event flyer and calendars for the department.

Fills in for part-time personnel during their absence.

Chalks the foul lines in preparation for games; paints foul lines and soccer field lines. Assembles screens and soccer nets. Moves bases, pitching rubbers, soccer goals, and bleachers. Assembles and places pitching machines for league play. Places tees and portable bases for games. Distributes baseballs and softballs before games. Turns on lights and scoreboards for games.

Organizes the Equipment Room.

Unlocks concession stands, press boxes, and bathrooms. Cleans the concession stands and press boxes.

Assists in ordering plaques and medals for participants.

Assembles equipment bags for each team. Distributes jerseys, caps, and socks to teams.

Collects registration and sponsorship forms and fees. Collects copies of birth certificates and insurance cards. Creates brackets for post season play and standings for each league.

YOUTH ATHLETIC ASSISTANT

Removes fans that break the rules or dismissed by the umpire.

Checks scorebooks to ensure accuracy and to tally wins and losses for teams.

Answers coaches and parents questions while games are in progress. Ensures rulings on situations that arise in games.

Assists when participants become injured.

Stores old rosters and other forms.

Unloads chalk, paint, and turf; spreads and rakes turf in wet spots on the playing fields in wet conditions.

Performs the dragging of the field during weekend tournaments.

Receives and/or reviews various records and reports such as registration and sponsorship forms, employee and athletic schedules, deposit forms, requisitions, and sports rules.

Prepares and/or processes a variety of documentation such as team roster, employee and athletic schedules, deposit forms, requisitions, and jersey order forms.

Refers to sports rules, employee and athletic schedules, registration and sponsorship forms, equipment checkout form, jersey order forms, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of vehicles, equipment, and machinery such as work trucks, field painters, field chalkers, pitching machines, air pumps, computer, etc.

Uses a variety of tools such as screwdrivers, tape measure, wrenches, standard office tools, etc.; a variety of supplies such as string, chalk, paint, paper, general office supplies, etc.; and a variety of computer software such as Microsoft Word, Microsoft Excel, Tournament Builder, etc.

Interacts and communicates with various groups and individuals such as Youth Athletic Supervisor, coworkers, other department heads and staff, volunteers, umpires, concession workers, coaches, and the general public.

ADDITIONAL JOB FUNCTIONS

Assists with Special Olympics.

Assists other departments when needed.

Answers questions about adult athletics.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree in sports management, leisure services, parks, recreation and tourism management, or related field supplemented by one to two years of responsible experience in recreation programming, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid State driver's license.

YOUTH ATHLETIC ASSISTANT

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve the ability to exert moderate, though not constant, physical effort, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 20 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers and volunteers and receiving assignments and/or direction from supervisor.

Language Ability: Requires ability to read a variety of policy and procedure manuals, safety and equipment manuals, etc. Requires the ability to prepare reports, records, correspondence, schedules, publicity materials, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in providing staff leadership; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to teach employees and students. Must be able to communicate effectively and efficiently with persons of various ages, educational and cultural backgrounds and in a variety of technical and/or professional languages.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office and specialized machinery; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, tools, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a slight degree.

YOUTH ATHLETIC ASSISTANT

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the Youth Athletic Department as they pertain to the performance of duties of the Program Assistant. Has knowledge of the organization of the Department and of related departments and agencies. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the standards, principles, practices, rules and procedures of organized competitive sports programs. Has considerable knowledge of the philosophy and objectives of public recreation. Has general knowledge of various recreation facilities, materials and equipment and their uses and maintenance requirements. Has general knowledge of the principles of program organization, and administration. Has general knowledge of the current literature, trends, and development in the field of athletics. Is able to direct, coordinate and supervise sports programs and events. Is able to exercise independent judgment in the application of program and game rules and procedures. Is able to use common office machines, including popular computer-driven word processing and file maintenance programs. Is able to plan, assign, and supervise the work of coaches and officials. Is able to gather and analyze information from a variety of sources, and prepare clear and concise reports from information. Is able to compose effective correspondence. Is able to communicate effectively orally and in writing. Is able to establish rapport, understanding and confidence with participants and the general public. Is able to make oral presentations before large groups of people. Is able to exercise tact and courtesy in frequent contact with public officials, business persons, and the general public. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to

YOUTH ATHLETIC ASSISTANT

maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.