



City of Commerce

TRAVEL SPORTS COORDINATOR

Department: **Parks & Recreation**

Class Code:

TBD

Revised Date: **February 5, 2019**

FLSA Status:

Non-Exempt

GENERAL PURPOSE: Under general supervision, instructs, coordinates and supervises individual and group travel teams, to include but not limited to baseball, basketball, volleyball, soccer, boxing, and karate, and other non-aquatic recreational sports activities for the City of Commerce.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Supervises Commerce Travel Team programs to provide a quality competitive environment to train and motivate young athletes in a variety of sports; instructs team participants and coaches on techniques, tactics and physical training regimens.
- Travel Sports Coordinator will fulfill some administrative duties, with the creation of and adherence to a budget. This position must determine costs and ordering of uniforms, equipment, transportation and other items and operate within a budget.
- May be responsible for submitting and overseeing fiscal reports showing team expenses and costs.
- Supervises Commerce Travel Team programs to provide a quality, competitive environment to train and motivate athletes in a variety of sports; instructs team participants and coaches on techniques, tactics and physical training regimens.
- Leads, organizes and coordinates practices and physical workouts.
- Monitors activities during meets and practices; evaluates individual and team performance, explains techniques and assists with skills improvement.
- Monitors participants and assures compliance to rules, regulations, policies and procedures; assures facilities/fields are maintained in clean and safe condition.
- Promotes a positive recreation environment and good personal behavior; meets with general public, community resource agencies, and other organizations to promote program activities.
- Prevents accidents through the enforcement of policies, rules, regulations, and ordinances governing the conduct of patrons; monitors activities in the facilities/fields for individuals who may need assistance or guidance.
- Performs regular tests, monitors facilities/fields, and makes necessary adjustments to avoid safety issues or necessary enhancements; maintains inventory of uniforms and equipment.
- Respond to emergencies or persons in distress; resuscitates patrons; administers first aid to the injured, and calls Emergency Medical Services (EMS) on serious accident cases.
- Evaluates travel team programs for effectiveness and participation levels; tracks training hours and coaching services provided, monitors results, and generates operational reports as needed; maintains daily logs and records, and prepares incident, accident, and operations reports.
- Trains, supervises and coordinates the work of volunteers and part-time staff; assures that staff maintains safe, and aesthetically pleasing sports tournaments and events, and adhere to policies and procedures for safe operations.
- Provide sports clinics for Recreation level teams that participate in city leagues.
- Acts in the place of the Sports Supervisor during absence or as assigned.

JOB DESCRIPTION

Travel Sports Coordinator

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor of Arts or Science Degree from an accredited College or University; AND four year's coaching experience, preferably with the City of Commerce. Competitive sports experience is preferred.

Required Licenses or Certifications:

- Must possess a valid California Commercial Driver's License.
- Sport certification or licenses desired.
- Must be certified in First Aid and CPR
- Applicant will be required to pass a background investigation before being hired.

Required Knowledge of:

- City policies and procedures.
- City policies, rules and regulations governing the conduct and safety of persons using municipal recreational facilities, programs and equipment.
- Purpose, use and benefits of municipal recreational activities.

Required Skill in:

- Supervising and controlling recreation activities and participants.
- Teaching specialized sports classes and programs.
- Promoting a positive recreation environment and good personal behavior.
- Monitoring participants and guests for violations of rules and safety standards.
- Effectively using emergency techniques.
- Acting quickly and calmly in emergency situations.
- Establishing and maintaining cooperative working relationships with co-workers and the public.
- Providing effective customer service, and dealing tactfully and courteously with the public and parents.
- Operating a personal computer utilizing standard and specialized software.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is performed indoors and outdoors in facilities and field environments. Incumbents may be required to work overtime, and evening, weekend, and holiday shifts; must maintain a level of physical fitness to meet Department standards; excellent sports skills required
- Must be willing and able to travel domestically and internationally