

**POSITION TITLE: SPORTS PROGRAM LEADER**

**DEPARTMENT: PARKS & RECREATION**

**CITY OF  
BOWLING GREEN**

**REPORTING RELATIONSHIPS**

Recreation Coordinator

**POSITION REPORTS TO**

**DIRECT REPORTS BY TITLE:** \_\_\_\_\_

**DIRECT:** 0

**INDIRECT:** 0

**POSITION FUNCTION**

This position is responsible for leading youth and adult sports programs and special events, and assisting the Sports Specialist with organization, evaluation, and promotion of these programs.

**JOB RESPONSIBILITIES**

- Serves as assistant Carter Park Supervisor
- On-site leader for adult sports programs
- On-site leader for youth sports programs
- Lead Start Smart Programs
- Help in promotion and organization of sports programs
- Help with related special events
- Train parent and coaches through the National Alliance for Youth Sports (NAYS) programs
- Performs other duties as assigned

**PHYSICAL REQUIREMENTS**

Job requires incumbent to stand, walk, sit, talk/hear, stoop, kneel, crouch, crawl, climb, or balance, taste, smell, reach with hands and arms, use hands to finger, handle or feel. Must be able to clearly focus at 20 inches or less, must have clear vision at 20 feet or more, must be able to identify colors, must have good peripheral vision, good depth perception, and must have good fine focus abilities, and be able to lift up to 50 pounds.

<b>REQUIRED SKILL SETS</b>	
<p><b><i>Occupational/Technical Skills</i></b></p> <p>Ability to use spreadsheet, database, word processing, and selected job-specific software</p> <p>Must maintain a valid Ohio Driver's License and have the ability to drive</p> <p>Knowledge of rules and practices of youth and adult sports</p> <p><b><i>Administrative Skills</i></b></p> <p>Ability to analyze and resolve situations and problems</p> <p>Ability to keep clear and accurate records and reports</p> <p>Ability to process paperwork effectively</p> <p><b><i>Cognitive Skills</i></b></p> <p>Ability to deal with a variety of concrete variables in standardized situations</p> <p>Ability to make timely, sound decisions</p> <p>Ability to perform standard business arithmetic, including percentages and decimals</p> <p>Ability to interpret documents such as safety rules, operations, and maintenance instructions, or procedures manuals</p> <p><b><i>Communications Skills</i></b></p> <p>Ability to speak effectively one-to-one</p> <p>Ability to speak effectively before groups and to respond to questions</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p>Ability to use appropriate style, format, and tone in informal and formal business communications</p>	<p>Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary</p> <p>Ability to prepare clear and concise reports, correspondence and other written materials</p> <p><b><i>Interpersonal Skills</i></b></p> <p>Ability to use tact and discretion</p> <p>Ability to deal courteously and diplomatically with the general public</p> <p>Ability to maintain issue confidentiality</p> <p><b><i>Leadership Skills</i></b></p> <p>Ability to take charge and initiate actions</p>

<b>DESCRIPTION OF WORKING CONDITIONS</b>
<p>Work is typically performed outdoors with some office work involved. Work will subject employee to dust, heat, and cold. Must be able to work heights, work around mechanical hazards, work around moving objects, and work around electrical hazards. Must be able to lift up to 50 pounds. Must be able to work with close supervision. Employee will have contact with the public and must be able to work alone, work irregular schedules, and work nights and weekends. There will be pressure from deadlines. Employee must be able to work directly with the public.</p>

<b>EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS</b>
<p>A high school diploma or equivalent required; one to three years progressively responsible experience; must be a National Youth Sports Coaches Association (NYSCA) Certified Clinician or be able to obtain same within probationary period; must be able to maintain a valid Ohio Driver's License; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.</p>

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.