

VACANT POSITION
DEPARTMENT: LEISURE SERVICES
OBTAIN APPLICATION: www.spaldingcounty.com/careers
SUBMIT APPLICATION & PROOF OF EDUCATION TO:
employment@spaldingcounty.com or the HUMAN RESOURCES OFFICE
CLOSING DATE: WILL REMAIN OPEN UNTIL FILLED

Job Title: Part-time Athletic Specialist (Position No. 2537)
Salary: Pay Grade 5; Hiring Rate \$13.16 per hour
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule: Will work approximately 29 hours per week; flexible work schedule to include weekdays, week nights and weekends.
This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: Requires a High School diploma or state-awarded GED, a minimum of two to six months recreational experience, and working knowledge of Microsoft Office Suite; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position. Must possess a valid Georgia Driver's License.

GENERAL STATEMENT OF JOB: Under general supervision, supervises recreation activities, coordinates and implements programs, sports and events of the Leisure Services Department. Duties include planning and promoting athletic programs and events; conducting registration; maintaining records and files; collecting monies and providing information. Reports to Programs Supervisor or in the absence of the Programs Supervisor, reports to the Recreation Assistant.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office equipment, various sports and recreation equipment. Must be able to use body members to work, move or carry objects/materials. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty pounds frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of forty to seventy pounds.

ESSENTIAL JOB FUNCTIONS:

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Coordinates and implements various indoor and outdoor athletic programs and special events.

Maintains knowledge of sports and program rules of play and provides instruction as needed.

Oversees public use of recreation facilities, greets guests, monitors guest check-in, inspects and issues recreational equipment, etc.

Promotes recreation programs and services. Informs public regarding programs details and registration procedures.

Conducts registration; collects fees and issues receipts, etc. Utilizes computer software to process program and event registrations and facility reservations.

Evaluates effectiveness of programs. Maintains records and files regarding events/activities sponsored by the department.

Utilizes computer for email correspondence, record filing and for submitting required reports.

Supervises conduct of participants and develops a sense of teamwork.

Alerts Security Officer for intervention when unruly conduct is observed. Prepares reports of misconduct as needed utilizing online software program. Reports incidents to immediate supervisor and provides input regarding suspensions.

Manages recreation areas / facility as assigned; answers telephone, assists patrons and submits necessary work orders utilizing computer software system.

Prepares event and program sites for appropriate activity.

Adheres to safety practices and promotes safety within programming.

Prepares and maintains inventory reports of program supplies and equipment.

Operates department vehicle to transport program equipment and supplies as needed.

Plans and implements youth programs and events.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

October 20, 2023

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