

Position: Sports Coordinator (Recreation Supervisor I)
Classification: Non-Exempt, Level 4
Reports to: Executive Director

Description

The Sports Coordinator develops and manages sports programming for youth and adult patrons. Programs may include sports leagues, instructional camps/clinics, tournaments, and special events. This position ensures programs are marketed and evaluated effectively while using feedback to make improvements.

This position will provide support for other programs as directed by the Executive Director. They supervise, hire, train, evaluate, and schedule seasonal staff needed for programming. This position assists with the development of program operating budgets, including planning for equipment and staffing needs; and manages expenses to operate programs at maximum financial efficiency.

The Sports Coordinator is expected to develop and maintain relationships with patrons and the community; along with participating in both professional and community committees relevant to job duties and the mission of the ORC. This individual is responsible for monitoring industry trends and actively researching ways to improve programs and internal processes.

A flexible schedule is required as the position will work evenings and weekends to accommodate programming and event schedules. The position must be able lift up to 100 lbs.

Responsibilities

- Sports Leagues
 - Manage all aspects of ORC sports leagues including, but not limited to:
 - Build rosters
 - Create game and practice schedules
 - Coordinate facility usage with outside organizations
 - Recruit and retain coaches/volunteers
 - Organize, distribute and collect sports equipment
 - Ensure coaches and officials are properly trained
 - Provide on-site supervision
 - Uphold a high level of conflict resolution skills
 - Submit annual background checks by policy on youth coaches, staff & volunteers
- Programs/Camps/Clinics
 - Develop, market, implement, manage, and evaluate instructional sports programs for adult or youth patrons, coaches and officials.
- Tournaments
 - Contract officials and umpires
 - Schedule games and facilities
 - On-site supervisor, address issues and maintain direct involvement in all tournament operations
- Other duties as assigned by the Executive Director

Any combination of experience and education that would likely provide the required knowledge, skills and abilities is acceptable. The following are guidelines of typical ways to obtain the necessary knowledge, skills, and abilities:

Education:

Bachelor's Degree in Recreation, Sport Management, Park and Recreation Administration or related field preferred.

Experience:

Required - Zero to two years of experience with sports programming, sport management or sport tournaments administration.

Required - Experience in campus recreation, intercollegiate athletics, park and recreation or other areas of sport association is desirable. Graduate assistantship, internship, part-time and volunteer experience may be counted.

Preferred - One-year supervisory experience.

Residency: Must establish and maintain residency within 35 miles of Ottawa city limits within 6 months of hire.

Pay Range: \$16.64 – \$22.30 (Hourly, Non-Exempt) – DOQ

Benefits: Competitive medical, dental and retirement through KPERS

Work Hours: Variable schedule based on organizational needs, including mornings, evenings, weekends, and holidays.

Hiring Timeline: Resume review begins immediately, position open until filled.

Apply: Send cover letter, resume and 3-5 professional references to:
Executive Director, Phil Bures (pbures@orcks.org)

The duties listed above are intended only as illustrations of the general nature and various types of work performed by individuals assigned to this job. They are not intended to be an exhaustive list of all essential functions, marginal functions, responsibilities, duties and skills required of the personnel so classified in this position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revised 04-10-2025