

CITY OF SOUTHFIELD

JOB OPPORTUNITY ANNOUNCEMENT

<u>TITLE:</u>	Specialty Coordinator – Athletics
<u>DEPARTMENT:</u>	Parks and Recreation
<u>CLASSIFICATION:</u>	Non-Career/Continuing Part-time
<u>PAY RATE</u>	\$13.00-15.00/hour, depending on qualifications
<u>LOCATION:</u>	Beech Woods Recreation Center, 22200 Beech Road, Southfield, MI 48033 and various parks within Southfield.

JOB DUTIES

This position is responsible for the coordination and development of youth and adult athletic programs and the supervision of corresponding non-career staff, volunteer coaches, officials and instructors. These programs will primarily take place in both our parks and Beech Woods Recreation Center. The goal is to ensure quality programming for the youth and adults of the Southfield community.

ESSENTIAL FUNCTIONS

- Coordinate, supervise, and schedule various athletic/recreation programs, including classes, lessons, camps, leagues, etc.
- Monitor activities to assure health & safety protocols and program rules are followed.
- Promote recreation programs with assistance from Marketing Analyst, news release, social media, etc.
- Prepare program reports and pay invoices. Assist with budget and payroll preparation.
- Work with staff and other personnel to determine the community's recreation interests and needs.
- Upon consultation with full-time staff, recruit, interview, hire, train, and evaluate volunteer coaches, scorekeepers and contractual employees.
- Responsible for purchase and inventory of equipment and supplies for efficient handling of programs.
- Coordinate internal use of outdoor athletic facilities with external rental groups.
- Resolve programmatic and participant concerns.

MARGINAL FUNCTIONS

- Attend meetings, seminars and conference sessions relevant to job duties.
- Assist with special events, as needed.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree in either Recreation, Athletics, or associated field, or related work experience.
- Ability to work a flexible schedule, but primarily weekday evenings and Saturdays.
- Supervisory ability and experience.

The selection process will include a review of the applicant's experience for posted requirements, driving record and criminal history check and an oral board interview. Each step of the process must be passed before the applicant will be moved to the next step. Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience, training, and/or certification.

**City of Southfield Application Packet must be received in the Human Resources Department no later than 5:00 P.M.
Friday, March 5, 2021**

APPLY AT: City of Southfield, Human Resources Department, 26000 Evergreen Road, Southfield, MI 48076

A Completed City of Southfield application packet is required to be considered for this position.

Applications may be downloaded from the City's website at www.cityofsouthfield.com

Completed applications can be emailed to: sfldjobs@cityofsouthfield.com

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

February 23, 2021



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at hrrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.