



Job Title: Travel Sports Coordinator

Department: Recreation

Status: Exempt if meet FSLA requirements

Benefits: Standard District Benefits are provided

Starting Salary Range: \$55,000-\$65,000

Supervisor: Recreation Manager

ESSENTIAL JOB DUTIES

- Recreation
 - Responsible for the oversight and management of the WPRD Associated Travel Sports in-season and off-season programs.
 - AAU Volleyball
 - American Legion Baseball
 - Babe Ruth Baseball
 - Cal Ripken Baseball
 - USA JO Fastpitch
 - Travel Sports Specific duties
 - Managing and recruiting staff
 - Schedules games and tournaments
 - Player development
 - Travel planning
 - Scheduling
 - Transportation
 - Hotels
 - Jersey equipment/gear inventory
 - Attendance to State/NDHSAA meetings as deemed necessary
 - Examples: USA Softball State Meeting/Babe Ruth Baseball Fall/Spring Meeting, Legion Fall/Spring Meeting
 - Communication to parents, WHS Activities personnel, WPRD Recreation Staff, all associated user groups/committees

The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.

JOB DUTIES/Tasks

- Responsible for revenue management, developing budget projections and monitoring revenues and expenditures for all WPRD Travel Sports associated programs, including specifying and purchasing materials and supplies.
- Manages program registration, rosters, mailings, and collection of fees.
- Routinely communicates with team representatives, coaches, and parents.
- Manages all team schedules and assists in scheduling of all games.
- Reports to each sports committee and acts as a point of contact for each committee.
- Assists in preparation of grant applications and sponsorship requests.
- Collaborates, communicates, and assists in scheduling use of all facilities.
- Communicates internally with Recreation & Facilities departments regarding program operations, facility maintenance and scheduling.
- Responsible for league scheduling, updating, and posting of standings on the WPRD Website.
- Substitutes as program instructor, game day staff or umpire as needed.
- Assist with the marketing and promotion of programs through advertising, including the creation of seasonal brochures, news releases, flyers, pamphlets, and all public relation materials.
- May be required to physically set up for programs.
- Recruitment and oversight of staff for all programs, games & game locations.
- Game operations examples (check ins, referees, Press box, ticket gate, souvenirs, umpires, concessions, grounds crew)
- Responsible for all administration paperwork in the event teams reach post season play.

- Performs related duties as assigned and required.

KNOWLEDGE REQUIRED BY POSITION:

- Effective organizational and interpersonal communication skills
- Evidence of superior written and oral communication skills
- Demonstrated leadership within groups (users and internally)
- Position requires high computer literacy.
- Microsoft PowerPoint and Microsoft Word/Excel proficiency preferred.
- Requires a high level of creativity and resourcefulness.
- Ability to manage multiple tasks with a variety of groups to include staff (full and part-time), volunteers, and public.
- Requires the ability to set and achieve goals through effective decision-making.

SUPERVISORY CONTROLS

- Supervises Recreation part time staff.

GUIDELINES

- Include the Park District Policies and Procedures. These guidelines are generally clear and specific but may require some interpretation in application.

WORKING CONDITIONS

- Office with personal computer and access to printer
- The position will require weekend and evening hours on a regular basis.
- Fast paced environment with multiple programs and facilities running throughout the year.
- General public contact is extensive.

REQUIREMENTS

- Bachelor's degree or higher in a related field, with a minimum of (1) one years' experience in recreational oriented business. Sufficient experience to understand the basic principles relevant to the major duties of the position.
- Ability to work weeknights and weekends as needed.
- Ability to work with limited supervision.
- Proficient use of a computer for word processing, electronic communications, and automated programs for managing the facility is required.
- Must be at least 18 years old.
- Ability to work weeknights and weekends as needed.
- Ability to work with limited supervision.
- Ability to lift a minimum of 30 pounds or heavier lifting with other employees.
- Ability to effectively communicate verbally and in writing.
- Knowledge of operational policies, procedures, accepted standards and methods of the parks and recreation field
- The knowledge and ability to manage multiple tasks.
- Current CPR Certification, or able to obtain within 6 months.
- Possession of or ability to obtain (within 30 days) a valid driver's license issued by the State of North Dakota for the type of vehicles or equipment operated.
- Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation.