

POSITION DESCRIPTION

Sports Coordinator

Reports To:	Softball Complex Supervisor	Status:	Part Time, Seasonal (29 hours/week maximum, April 1 – October 31)
Reporting Location:	Armco Park 1223 North State Route 741 Lebanon, OH 45036	Compensation:	Starting at \$13.60 per hour
		Revision Date:	July 9, 2025 - ML

Position Goal:

Works closely with the Softball Complex Supervisor to provide an excellent playing experience while maintaining efficient Softball Complex operations.

Characteristic Duties and Responsibilities – Essential Functions:

- Answers customer questions about the Softball Complex or directs questions to appropriate staff.
- Works with the Softball Complex Supervisor and office staff and the Park District's online reservation system to obtain information needed to prepare the Softball Complex for leagues and rentals.
- Ensures softball fields are open and ready for play prior to league nights and/or tournaments. Coordinates with Armco Park staff and event organizers regarding weather and/or field condition-related Softball Complex closures.
- Monitors fields and facilities for damage and/or required maintenance. Communicates with the Softball Complex Supervisor and other appropriate Park District staff regarding damage observed or other maintenance issues as needed.
- Coordinates with Armco Park staff to ensure restrooms and Complex grounds are maintained and clean. Coordinates with maintenance staff to address maintenance issues at the Softball Complex.
- Assists event organizers and league teams on the day of the event or ensures that assistance is available when needed.
- Works with tournament organizers and league team captains to monitor activities to ensure quality competition, good sportsmanship, and the proper use and care of equipment and facilities.
- Enforces Softball Complex policies and promotes a culture of sportsmanship and safety.
- Notifies appropriate staff when orders need to be placed to maintain adequate supplies.
- Coordinates with the Park District's contracted food and beverage concessionaire as needed.
- Coordinates with Customer Service Attendants to address security issues.

WARREN COUNT PARK DISTRICT
POSITION DESCRIPTION
SPORTS COORDINATOR

- Educates park customers about park rules when needed. Reports persistent noncompliance to supervisor or law enforcement as appropriate.
- Performs park maintenance duties as needed/assigned. Assists with related duties on a temporary basis in other areas of the park as assigned.
- As assigned, assists the Softball Complex Supervisor with recruiting, scheduling, and managing softball and youth baseball tournaments, and organizes softball leagues. Work includes coordinating all logistics to ensure tournaments and leagues are successful. Work involves scheduling activities and events, and contact with participants, coaches, event organizers, and umpires.
- As assigned, assists the Softball Complex Supervisor with marketing leagues and tournament rentals to team captains, event organizers, and the public.
- Follows Park District policies, as applicable, and requires subordinates to do the same.
- Performs other duties as apparent or assigned.

Required Knowledge, Skills, and Abilities:

- Knowledge of softball and youth baseball rules and ability to effectively work with leagues and tournament organizers.
- Willingness to work nights and weekends when necessary to attend tournaments or league activities.
- Knowledge of field maintenance and willingness to assist when needed.
- Ability to manage logistics in high-pressure settings.
- Ability to learn and use the Park District's online reservation system.
- Knowledge of acceptable facility conditions to ensure players, spectators and officials can participate safely.
- Ability to effectively resolve conflict with participants, spectators, officials, or staff.
- Ability to work unsupervised, to organize and coordinate, to prioritize and self-initiate.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain confidentiality on sensitive issues/non-public records.
- Ability to maintain a professional, cooperative working relationship with other staff members, volunteers, and the staff of other agencies, and encourage team members to do the same.
- Ability to meet and deal with the public in a professional, helpful, and pleasant manner, always acting as a goodwill ambassador for the Park District and encourage team members to do the same.
- Ability to effectively, efficiently, and safely complete assigned tasks in a timely manner.

Required Education and Experience:

- High School Diploma or equivalent.
- 18 years of age or older.
- Basic computer competency.
- Good character with no history of serious criminal activity (felony convictions).

WARREN COUNT PARK DISTRICT
POSITION DESCRIPTION
SPORTS COORDINATOR

- General understanding of the sport and rules of softball and youth baseball.
- Experience working in a park agency, softball/baseball complex, or similar setting preferred.

Work Environment & Schedule:

Employment in this position is seasonal, generally from April 1 – October 31, with work hours scheduled as needed, not to exceed 29 hours per week. Includes evenings, weekends, and holidays. This position must be available and willing to work a flexible work schedule. Ability to work in all outside weather conditions; wet and/or humid conditions, extreme cold (below 32 F degrees) and extreme heat (above 90 F degrees). Ability to work around various outdoor contaminants and airborne and plant allergens. Some work assignments and tasks will require exposure to and work in inclement weather conditions.

Physical Demands:

General good health and ability to perform the essential functions of this job. While performing the duties of this job, the employee may be required to sit, stand, walk, use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, talk or hear. The employee will occasionally lift and/or move up to 50 pounds (i.e. equipment and cases of softballs). Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. Ability to effectively and efficiently traverse improved (paved) and unimproved (natural) surfaces indoors and outdoors is also required.

The position functions and responsibilities are illustrative only and do not represent all the duties or tasks to be assigned or performed by an employee with this position title.

Alternates to the above qualifications may be acceptable, subject to Chief Executive Officer approval.