

## **Claiborne County Board of Supervisors**

### **Job Description: Youth Sports Programmer**

Department: Recreation

Contractual Employment

Application deadline: January 31, 2023

Applications can be picked up and returned to the Claiborne County Administration Office

#### General Description:

The ideal candidate will organize, coordinate, implement, coach, and officiate youth sports; responsible for all aspects of athletic programming, including knowledge of field and court preparation.

#### Essential Job Functions & Responsibilities

- Organize and implement seasonal athletic programs for various age divisions
- Provide supervision of athletic programs to include enforcement of rules and regulations and handling participant concerns; preparing schedules; handling program cancellations and associated tasks
- Provide a positive environment
- Provide feedback to the Recreation Department for improvement of the program at each conclusion
- Maintain inventory of equipment; ensure operational safety of equipment

#### Communication

- Communicates effectively, both orally and in writing with the department head, other employees, program participants, and the public
- Works cooperatively toward the common goal of providing high quality service
- Manages multiple assignments for overlapping schedules effectively
- Demonstrates accountability and responsibility for completion of work assignments in the absence of a supervisor
- Works under the supervision of the Recreation Director

#### Requirements

- Valid MS Driver's License
- At least a GED or High School Diploma
- Must pass background check
- Must pass drug/alcohol screen