



JOB TITLE: Athletic Director

Exempt Status (Y/N): Yes Location: Administrative Office Supervisor: Director of Park and Recreation	Shift: Minimum 8 hour shift with some nights and weekends required Department: Park and Recreation
--	---

SUMMARY: This is an administrative and supervisory position in the Parks and recreation Department. The employee plans, initiates, and supervises a diversified program of athletics, sports, and games on an age appropriate basis. It is essential that the employee have an extensive background in athletics including organization, supervision, and officiating.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Plans, initiates, organizes, and supervises diversified program of athletics, sports and games for all ages.
- Assists in budgeting, purchasing, problem solving, policy and procedures development and facilities assigned.
- Supervises training, coordinating, and evaluation of any sports coordinators, seasonal employees, and volunteers.
- Recommends purchase of supplies, equipment, or services for recreation programs.
- Maintains complete record of activities, participation, evaluations, and recommendations for changes and additions.
- Coordinates athletics for individuals, teams, and leagues; work with the proper team and league officials in the organization of rules and regulations for program; schedules and relates action for specific programs.
- Oversees selections and training of necessary officials, scorers, and leaders for athletic programs.
- Coordinates proper maintenance of athletic areas as necessary for the implementation of athletic programs.
- Knowledgeable about ball field maintenance and measurements.

SUPERVISORY DUTIES: Supervises any sports coordinators and seasonal employees; carries out supervisory responsibilities in accordance with department’s policies and procedures which includes the interviewing, hiring, assigning, training, evaluating, and disciplining employees. The above duties also apply to volunteers in the area of sports.

QUALIFICATION REQUIREMENTS: To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations which does not create undue hardship will be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Graduated from an accredited four year university or college with a degree in Recreation/Leisure Management or related area, Master Degree preferred; two year experience in the administration of a recreational/athletic program. Related education and related experience may be substituted on an equal basis.

CERTIFICATION, LICENSE AND REGISTRATION: A valid driver’s license is required. Certifiable in basic First Aid/CPR/AED; certifiable in national youth sports coaches association. NRPA certifiable Parks and Recreation Professional (CPRP).

COMPUTER SKILLS: Basic understanding and be able to use computer programs with preferred knowledge of League Registration and Organizer.

LANGUAGE SKILLS: Ability to understand, give and follow oral and written instructions; read, analyze, and interpret correspondence, reports and other general and specialized data; respond to citizen queries by telephone, in writing or electronically; research and prepare reports and correspondence; communicate effectively with peers, supervisors, and citizens.

MATHEMATICAL SKILLS: Ability to perform mathematical calculations including percentage, fractions, discounts, interest, and commissions. Apply basic accounting principles and practices.

REASONING ABILITY: Apply principles of logical thinking to define and solve problems; exercise judgment and discretion with regard to city and department policies and procedures; work with limited supervision; ability to carry out detailed instructions and deal with problems in a standardized, unexpected, or unsupervised situations; logically schedule work; apply innovative ideas to problem solving. Ability to maintain confidentiality of information accumulated in the course of employment.

OTHER SKILLS: Ability to operate modern office equipment including calculator, fax, copier, computer, typewriter and video project.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of the job. A reasonable accommodation which does not create undue hardship will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee regularly is required to use hands to finger, handle, or feel objects and controls of office equipment. Employee must occasionally lift and/or move up to 50 pounds. Individual would need to maintain effective audio-visual discrimination and perception needed for: making observations, reading, writing, and communicating with others.

Performing the job duties would require a physical condition appropriate to the performance of assigned duties and responsibilities, which may include: walking, standing, or sitting for extended periods of time.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works around in an inside office environment. The employee will be required to be outdoors during programs/activities for long periods of time and during a variety of temperatures and precipitation. Outside work may be assigned when commuting between City departments or during required errands for the City.

Applications may be picked up at the Park Office, Monday-Friday between 9am & 5pm.

All applicants must be able to pass a background check and a drug screen.

Mail completed Application & a Resume with a minimum of 3 professional references to:

Corinth/Alcorn Parks & Recreation

P.O. Box 1372

Corinth MS 38835

Attn: Athletic Director Position

No drop-offs, no emails, no fax and no phone calls, please.

DEADLINE: FRIDAY, JUNE 1st

Application For Employment

CITY OF CORINTH
300 CHILDS ST.
CORINTH, MS 38834
(601) 286-6644

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application	
How Did You Learn About Us?			
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In	
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____	
Last Name		First Name	
		Middle Name	
Address	Number	Street	City
			State
			Zip Code
Telephone Number(s)		Social Security Number	

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No

If Yes, give date _____

Have you ever been employed with us before? Yes No

If Yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last 7 years? Yes No

Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____



CONSENT TO CONDUCT A BACKGROUND INVESTIGATION AND RELEASE

I have applied to either work, coach/volunteer for a team/program with the Corinth/Alcorn County Parks and Recreation Department and/or a sport provider organization within the City/County of Corinth, MS. I understand that in order for the Department to determine my eligibility, qualifications, and suitable for this position, the Corinth/Alcorn County Parks and Recreation Department will conduct a background investigation. This investigation may include: fingerprinting; child abuse; criminal records background check; references from current and former employers; and other similar information.

I hereby give my consent for any employer, agency such as the Department of Human Services, state law enforcement, or any other entity to release any information requested in connection with this background investigation.

I release, hold harmless, and agree not to sue or file any claim of any kind against any entity listed above or any officer or employee of either, that furnishes written or oral references requested by the Department to complete its background investigation.

DATE OF BIRTH:

SOCIAL SECURITY NUMBER:

DRIVERS LICENSE NUMBER:

ADDRESS:

City State Zip

County

Signature of Applicant

Date

Print Name of Applicant

Witness

Date

P.O. Box 1372 ♦ Corinth, MS 38835-1372
309 South Parkway Street ♦ Corinth, MS 38834
(662) 286-3067 ♦ fax (662) 286-1310

December 9, 2014