Job Title: Athletic Facilities Coordinator
Department: Parks and Recreation
Hours: Full time – 39 hours/week. Nights, weekends, and holidays may be required.
Salary: $28.09 – $31.11 per hour.
Contract: Local 22. Unit B. Group 7.

DESCRIPTION:

The Athletic Facilities Coordinator reports directly to the Director of Parks and Recreation and provides general support to the RHS Athletic Director by coordinating and overseeing the athletic facilities. The support also includes administrative and organizational duties.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logically assigned to the position.

- Coordinates use of all assigned athletic facilities by managing the daily operations, staffing, and scheduling of all athletic events, practices, and recreational activities.
- Responsible for overseeing the rental of athletic facilities and communicating the specific details with appropriate departments.
- Manages and coordinates the facility maintenance for the buildings and grounds at all locations including turf maintenance, building and fence maintenance, scoreboards, etc.
- Ensures and coordinates that facilities are set up and ready for all events and practices
- Perform routine grooming and preparation of athletic infields, including dragging, leveling, watering, conditioning, and maintaining playing surfaces as needed.
- Line and mark athletic fields for practices, games, tournaments, and other events, ensuring fields are properly laid out and maintained according to applicable sport specifications.
- Responsible for overseeing the closure of the athletic facilities at an events' end as well as basic clean up
- Oversees the health and safety guidelines for events and facility use
- Responsible for the scheduling process for practice/games and rental schedules
- Maintain relationships with RPS and outside vendors using the facilities
- Serves as Parks and Recreations first point of contact for the facilities and handles complaints and concerns as needed

- Organizes and maintains equipment storage
- Prepare facilities for practices, games, tournaments, camps, and special events.
- Assist Director of Parks & Recreation with planning and programming of facility use

QUALIFICATIONS:

- Bachelor's degree in physical education, recreation, athletic administration, or related field required
- Master's degree preferred
- At least two to five (2-5) years of related experience or higher education athletic administration preferred
- Coaching, intramurals and/or other relevant experience preferred
- Revere residency preferred

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- Proficiency in use of technology such as laptop computers and tablets
- Knowledge of MS Office products which include Outlook, Word, Excel, and PowerPoint
- Knowledge of operation of standard office equipment, e.g. computers, fax, phone, printer, photocopier, and scanner

Skills:

- Strong problem solving and interpersonal skills
- Strong community organization skills
- Strong decision-making skills

Abilities:

- Ability to maintain strict confidentiality
- Ability to establish and maintain effective working relationships
- Ability to communicate effectively and efficiently verbally and in writing
- Ability to properly plan and prioritize work
- Ability to work effectively with wide range of constituents

WORK ENVIRONMENT

Work is performed primarily in office conditions during regular business hours, but at times requires onsite work during construction or supervision of a project. When working outside, the employee may be subjected to hash weather conditions such as heavy rain, snow, flooding, hot and cold weather conditions. The work involves sitting, standing, walking, and stooping. The employee may be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should apply online. The application must be submitted via the City's https://portal.laserfiche.com/n1579/forms/EmployeeApplicationOfficial.Please submit a resume, cover letter and salary requirements with your application. If you have any questions, feel free to contact us at: jobs@revere.org.