

# Brushy Creek Municipal Utility District

Effective 3/24/2006

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<b>Job Title:</b>	Indoor/Outdoor League Coordinator
<b>Department:</b>	Recreation Services Division
<b>Reports to:</b>	Fitness Coordinator
<b>Supervisory role:</b>	None officially: however position oversees volunteers as well as fitness support staff in conjunction with league programming
<b>FLSA:</b>	Non-Exempt

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## General Summary:

The Indoor/Outdoor League Coordinator has responsibility for overseeing, developing, coordinating and managing the Indoor/Outdoor Leagues.

## Essential Functions:

- Maintains existing leagues and plans, organizes and implements future leagues
- Coordinates and supervises staff and volunteers
- Manages league schedules Fitness Coordinator the need for additional assistance or equipment
- Manages payment for league officials
- Ensures proper staff coverage for events
- Maintains equipment and assists in maintenance of gymnasium
- Ensures league information is properly advertised
- Provides training for volunteers and other staff members
- Provides exemplary and courteous service to all staff and patrons

## Nonessential Functions:

- Performs additional duties as assigned

## Knowledge, skills and abilities:

- High school diploma or GED required; degreed in exercise/fitness science field preferred
- Must be First Aid, CPR and AED certified or able to obtain immediately upon hire
- Must pass a drug screening test and criminal background check
- Prior league experience necessary
- Experience working with the public, especially in customer service required
- Ability to multi-task at various levels
- Proficient organizational skills required
- Must be available to work irregular hours and at various intervals, including weekends, holidays and evening hours
- Must be able to work well with people of all ages and dispositions
- Ability to conduct oneself in a professional manner
- Ability to function effectively under direct supervision and to develop effective working relationships with fellow employees and the public
- Effective verbal and written communication skills
- Ability to receive direction and to follow oral and written instructions
- Exhibit professional work habits including reliability, dependability, creativity, and demonstration of enthusiasm for the job
- Must possess a valid Texas Driver's license and a driving record which meets current auto liability insurance requirements

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## Mental Demands:

- Creative problem solving
- Properly handling stress
- Effectively using oral and written communication
- Professional customer contact
- Balancing multiple concurrent tasks
- Effectively dealing with interruptions

## Working Conditions:

The working conditions 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.

- This job is primarily performed in a recreational facility. A portion of the job is performed in a normal office setting.
- The noise level of the work environment is usually moderate to high.

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- While performing the duties of this job, the employee must have stamina to sit and/or stand for long periods of time; use hands to operate objects; and reach with hands and arms.
- The employee must have the ability to routinely lift objects weighing as much as 20 pounds, occasionally lift objects weighing as much as 50 pounds or assist in lifting objects in excess of 100 pounds.
- Specific vision abilities required by this job include close vision to read written materials and computer screens, the ability to adjust focus, and hearing and speech to communicate in person.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this job. They are not an exhaustive list of all duties and responsibilities associated with it.

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Employee's Signature

Date

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Immediate Supervisor's Signature

Date

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