



DAWSON COUNTY GOVERNMENT
25 Justice Way, Suite 2233
Dawsonville, GA 30534
(706) 344-3501

ATHLETIC ASSISTANT
DAWSON COUNTY PARKS & RECREATION
Full-Time/Hourly/Non-Exempt

JOB SUMMARY

This position is responsible for the different components of athletic service delivery for youth and adult athletic programs, including, but not limited to customer relations, design, promotion, implementation, supervision and evaluation of recreation and athletics programs, and general understanding of other Dawson County leisure offerings.

ESSENTIAL DUTIES

- Prepare and equip playing fields, activity areas and event facilities with necessary tools, equipment, field striping/ support maintenance and other preparation as required.
- Schedule athletic programs, events and activities in cooperation with the facility coordinator and other departmental personnel to ensure cooperative use of recreation facilities.
- Supervise the work of contracted resources and sometimes direct athletic programs, events and activities.
- Complete formal and informal athletic program evaluations as they relate to departmental and program goals and objectives.
- Respond to inquiries and resolve or report concerns or complaints relative to departmental functions.
- Works in coordination with other departmental personnel to achieve overall departmental goals and objectives.
- Assist supervisor in defining, updating, communicating and evaluating rules and regulations relative to programs, events and activities as well as circumstances where they apply.
- Advise and consult on matters concerning facility use, facility standards and equipment relative to departmental programs, goals and objectives.
- Secures and locks park facilities nightly.
- Recommend and report to the Athletic Director on matters relating to areas of adjustment, growth and improvement as they relate to athletic programs, rules, policies, procedures and evaluation processes.
- Assist in the recruitment and training of volunteer coaches and service providers necessary for the successful implementation and maintenance of athletic programs and events.
- Assist customer service specialists with athletic and program registration.
- Assist with the budgetary process as it relates to this service area. That may include, but not limited to, data gathering, benchmarking, performance measurement, program cost analysis and projections.
- Maintain records relative to the service for the purpose of documenting and planning.
- Assist with the marketing of programs, leagues, events and activities within the athletic service area.

- Periodically serve in an on-call capacity.
- Serve as department representative for meetings, events and off site functions relative to the position and service area.
- Support maintenance on a seasonal basis. Assist in general maintenance when needed.
- Perform other related functions as assigned.

KNOWLEDGE / SKILLS / ABILITY

KNOWLEDGE OF:

- principles and practices of public recreation
- recreational trends as they relate to athletic programs and activities.
- rules and regulations related to various sports and sports sanctioning bodies.
- acceptable safety principles and practices relative to recreation programming.
- county and departmental policies, procedures, and practices retained within probationary period.
- all laws relative to the service area.
- common office applications: Microsoft Word, Excel, and Publisher with ability to draft basic communications, flyers, and spreadsheets

SKILL IN

- performing mathematical calculations.
- interpersonal relations and conflict resolution.
- quality customer service and customer relations
- operation and maintenance of sports equipment and facilities
- internal and external, oral and written communication.

GUIDELINES

This position will act in accordance with departmental and county rules, regulations, policies and procedures. Additional guidelines include GRPA, NRPA, GHSA, all sports sanctioning authorities, American Red Cross, American Heart Association, etc. Guidelines require ongoing interpretation and judgment for acceptable application.

CONTACTS

- Contacts are typically with co-workers, representatives of professional organizations and affiliations, volunteers, parents, program participants, officials and the general public.
- Contacts are typically to give, receive or exchange information, motivate others and resolve problems or program matters brought by customers.

ADA MINIMUM REQUIREMENTS

Scope of Performance: The purpose of this position is to provide recreation programs for Dawson County. Successful performance contributes to a higher level of impact on the quality of community life.

Physical Ability: This position requires: walking, standing, bending, stooping, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, and repetitive motions. Must be able to use body members to work, move, or carry objects or materials; must be able to lift light and heavy objects, up to 10 pounds regularly and exert up to 80 pounds of force occasionally; climb ladders, and use tools and equipment requiring a high degree of dexterity.

Environmental Factors: The work is typically performed outdoors and in an office. The employee may be exposed to noise, dirt, dust, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals and inclement weather. The work requires the use of protective devices such as mask, ear plugs, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

The Athletic Director assigns work in terms of general instruction for routine tasks. Additional specific instruction or suggested work methods are provided for new, difficult or unusual assignment. Deviations of existing procedures must be authorized by supervisor. Completed work is checked for compliance, accuracy and the nature and effectiveness of the final result.

The position has direct supervision over PT or seasonal support staff assigned to the service area.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in a related field and minimum two (2) years of occupational experience; or an equivalent combination of education, experience, special qualifications and training which provides the required knowledge, skills and abilities necessary for the job.
- Excellent verbal and written communication skills.
- Possess a valid Georgia driver license and a satisfactory Motor Vehicle Record (MVR).
- Applicant must be able to pass a background check and drug screening.

The duties listed above are intended only 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 a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: _____

Date: _____

Witness: _____