



Position Title: Youth/Adult Sports Coordinator
Organizational Level: Instructor/Specialist
Duration/Status: Regular, part-time (25-40 hours a week). This position is not exempt from overtime.
Pay: Starting rate \$17.00/hr.
Requirements: Must pass background check and drug screening upon hire.
Submission Detail: Position open until filled. Applications reviewed weekly. Submit application materials by mail to NCRD, PO Box 207, Nehalem, OR 97131, in person to NCRD Welcome Center at 36155 9th Street, Nehalem, or electronically to ncrd@ncrdnehalem.org.

A completed NCRD Employment Application must be submitted to be considered for the position. Failure to complete this document will disqualify the applicant from the recruitment process.

*Job specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

General Description

Under close supervision, the **Youth/Adult Sports Coordinator** oversees the development and operation of programs including youth sports, adult sports and recreation programming. Incumbents are also assigned duties that include recruitment of volunteers, promotion and advertising, fund raising, coaching, record keeping, and safety. Thinks, communicates, and behaves as a cause-driven leader and a role model.

Supervision Received/Exercised:

Receives close supervision from the Youth Director. The incumbents of this class do not routinely exercise supervision.

Essential Functions: *(include but are not limited to the following)*

1. Recruits, hires, trains, develops, schedules, and directs sports and recreation staff and volunteers as needed. Develops strategies to motivate staff and achieve goals.
2. Secures facilities for programs and develops collaborative relationships with community youth-serving institutions, including schools, youth agencies, parks and recreation, and service clubs.
3. Creates teams and develops and distributes team practice and game schedules for youth and adult sports; trains and schedules sports officials; develops and distributes sports rules, guidelines, and handbooks. Secures and schedules athletic fields and facilities. Transports and sets up equipment for games and practices; monitors and purchases necessary sporting equipment as budget permits.
4. Organizes and conducts sports clinics and camps. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.
5. Officiates and instructs as needed.

6. Provides an environment that is age-appropriate, safe, and that fosters self-esteem, good sportsmanship, and wellness.
7. Plans for and ensures safety of children from pick-up until they are released to a parent or guardian.
8. Works closely with and takes direction from the Youth Director and communicates regularly with the Executive Director.
9. Arranges for award ceremonies, to include recognition of volunteers, sponsors, and donors, at the conclusion of each program.
10. Perform other related job duties as assigned

Qualifications: *(The following are minimal qualifications necessary for entry into the classification.)*

- High School Diploma or equivalent
- 18 years old
- Experience working with and managing groups of children preferred
- Current First Aid, CPR/AED, or ability to obtain within 30 days
- Oregon Food Handler's License, or ability to obtain within 30 days

Knowledge/Skills/Abilities: *(The following are a representative sample of the KSA's*

1. Knowledge of age-appropriate learning and development.
2. Knowledge and understanding of each sport offered.
3. Demonstrated interpersonal skills and ability to work with children, parents, coworkers, and public.
4. Willingness to participate in ongoing training, education and certification.
5. Knowledge of Child Abuse Reporting requirement.
6. Demonstrated initiative yet able to take directions.
7. Demonstrated attention to detail, trustworthiness, dependability, and a strong work ethic.
8. Ability to maintain strict confidentiality.
9. Some knowledge of computer applicable software and uses.
10. Ability to pass required background check and pre-employment drug screening.

Physical, Mental and Environment Working Conditions:

Position requires prolonged standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily and sports activities. The position also requires grasping, repetitive hand movement and fine coordination in keeping records and preparing reports using a computer keyboard. The incumbent may be involved in performing a variety of sports related actions in coaching youth. Additionally, the position requires near and far vision in reading written reports and work-related documents and acute hearing is required when providing phone and personal service. The need to lift equipment weighing 25 pounds or more is also required. The incumbent may be exposed, dust and air contaminants. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Note: North County Recreation District reserves the right to change, reassign, or combine job duties at any time. All skills and tasks are considered essential. This job description is intended to illustrate the general nature and level of work expected.



Employment Application

North County Recreation District considers applicants for all positions without regard to race, color, sex, national origin, disability, marital status, sexual orientation or any other legally protected status.

APPLICANT INFORMATION			
Last Name	First Name	M.I.	Date
Street Address		Apartment/Unit #	
Mailing Address		City	State Zip
Phone		E-mail Address	
Date Available	Position Applied for		
Are you a citizen of the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If no, are you authorized to work in the U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Have you ever worked for this district? <input type="checkbox"/> YES <input type="checkbox"/> NO If so, when?			
Are you a Veteran? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please request Veterans Preference Form.			

EDUCATION/PROFESSIONAL CERTIFICATIONS			
High School		Address	
From	To	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO	Degree
College		Address	
From	To	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO	Degree
Other		Address	
From	To	Complete certification? <input type="checkbox"/> YES <input type="checkbox"/> NO	Cert.

REFERENCES – Please list three professional references.	
Full Name	Relationship
Company	Phone
Full Name	Relationship
Company	Phone
Full Name	Relationship
Company	Phone

PREVIOUS EMPLOYMENT – LAST 10 YEARS – USE ADDITIONAL SHEETS AS NECESSARY

Company		Phone
Address		Supervisor
Job Title & Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		

Company		Phone
Address		Supervisor
Job Title & Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		

Company		Phone
Address		Supervisor
Job Title & Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		

DISCLAIMER AND SIGNATURE

By my signature, I certify that all answers and statements on the application are true and complete to the best of my knowledge. I understand that should North County Recreation District learn, at any time, of any untruthful or misleading answers, my application may be rejected, my name removed from consideration, or my employment with North County Recreation District terminated. I hereby authorize past/present employers and educational institutions to release information concerning my work or educational history to be used solely in determining my qualifications for this position. I hereby release North County Recreation District as well as those contracted by North County Recreation District from any liability or damage which may result from furnishing the information requested. North County Recreation District may make copies of this authorization available to those contacted.

Signature	Date
-----------	------

Pre-employment substance screening may be required.

American with Disabilities Act accommodations will be provided upon request.

North County Recreation District is an Equal Opportunity Employer



RELEASE AND WAIVER

Applicant's Name	Date
------------------	------

Important: Please read carefully and initial each paragraph before signing.

I understand and acknowledge that I may be required to submit to a physical examination, including substance screening. Additionally, I hereby authorize the release of the results of such an examination to North County Recreation District for their use in evaluating my suitability for employment. Further, I release the examining facility and North County Recreation District from any and all liability, and from any damage that may result from the release of such information.

Initials: _____

I authorize any person, school, current employer (except as previously noted), past employer(s), and organizations named in this application form and accompanying resume, if any, and any other person or entity with knowledge of me to provide North County Recreation District with any information and opinion which North County Recreation District regards as useful to it in making a hiring decision. I release such persons and organizations from any legal liability in making such statements or furnishing any and all information North County Recreation District may seek.

Initials: _____

I understand that this application by itself does not create a contract of employment. I understand and agree that, if hired, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD OF TIME, and may, regardless of the date of payment of my wages or salary, BE TERMINATED AT ANY TIME, subject to North County Recreation District ordinances, policy, and rights provided by written contract.

Initials: _____

I have read, understand, and agree with all the above statements.	
Signature	Date

<i>Office Use Only</i>	
<i>Application Received by:</i>	<i>Date</i>