

**JOHNSON COUNTY PARK AND RECREATION DISTRICT
REGULAR EMPLOYEE POSITION OPENING**

Position Title: Sports Coordinator Position #: 105198 Grade: 15
Division: Recreation Division Department: Sports and Facilities North
Location: Okun Fieldhouse, 20200 Johnson Drive, Shawnee, KS 66218
Status: ☒ Full-Time (minimum 40 hours per week)* ☐ Part-Time (less than 40 hours per week)*
**Additional/overtime hours may be required*
FLSA Designation: ☐ Exempt ☒ Nonexempt
Days: Monday-Friday Hours: 8:00 am – 5:00 pm (*evenings and weekends, as necessary*)
Beginning Salary: \$22.85 – 26.88/hr. (*depending on experience*) Desired Starting Date: July 12, 2021

For more than 60 years the Johnson County Park & Recreation District (JCPRD) has been enhancing the lives of the citizens of Johnson County through its parks, quality programs, professionalism, and response to developing trends. The District's contributions to the personal lives of Johnson County's citizens have earned the District local appreciation and national acclaim including receiving the National Gold Medal Award for Excellence in 2017. Each year, the District records more than 7 million park visitors and over 2 million recreation participations in over 4,000 programs.

Johnson County Park & Recreation District is seeking a proven leader who enjoys working in a fast-paced, high profile, and progressive environment to join its Gold Medal Team as the District provides an unprecedented investment into its Mid-America and Mid-America West sports facilities. This 6-year phased approach will convert 24 fields to artificial turf, replace all field lighting with high efficiency LED's, as well as add various amenities to make these facilities among the best in the nation. Our goal is to hire an individual that has the aptitude and drive to conduct leagues and tournaments to this standard of quality and excellence.

JOB DESCRIPTION:

Creates, provides, and supports fastpitch and t-ball leagues, camps, and tournaments. Ensures programs are marketed and evaluated effectively while using feedback to make improvements; develops and maintains relationships with community organizations; promotes district wide programs and initiatives. Looks for opportunities to innovate and provide new programming, including tournaments. Assists other sports coordinators in department as needed. Provides information to patrons, both verbally and electronically. Maintains and ensures a safe program environment. Supervises, hires, evaluates, trains, and schedules seasonal staff to conduct programming. Assists with the development of program operating budgets, including planning for equipment and staffing needs; establishes program fees and manages expenses to operate programs at a break even or better level, as this is an enterprise operation. Attends district-wide and staff meetings; participates in committees; provides support and coverage for coworkers as needed. Develops and maintains program expertise by attending professional conferences and serving on professional committees, with the goal of providing leadership in the park and recreation community.

QUALIFICATIONS:

Educational Requirements:

Required – High School Diploma or equivalent.
Preferred - Bachelor's degree preferred in Recreation or related field.
Experience may be substituted for degree.

Professional Experience:

Required – Four years' experience administering sports league programming or similar.
Preferred – Three years' experience administering fastpitch leagues and/or tournaments.
Required – One-year experience problem solving and organization.
Preferred – One-year experience working with the public.

Required Skills:

Excellent communication and interpersonal skills, mathematical and budgeting skills, knowledge of marketing and fee strategies. Adept at Microsoft Office Suite software. Willingness and ability to learn new software as needed. Ability to work on multiple priorities simultaneously. Leadership and supervisory skills. Skilled in customer service and conflict resolution.

Additional Information:

Interested applicants shall provide a resume and cover letter to the attention of Faith Eissler, Recruitment Coordinator. Additional information can be found online at JCPRD.com

Date Submitted: June 2, 2021

Contact: Faith Eissler, Recruitment Coordinator

Phone: 913-826-3054