

Deerfield Community Center Job Description 9/25/2020

Job Title: Sports/Recreation/Fundraiser Coordinator

Reports To: DCC Program Manager

Location: 10 Liberty St. Suite 130 and Deerfield Schools

Salary Range: To be determined

Hours: Flexible part time – position could be expanded to full time.

Primary Duties:

Work closely with the DCC Program Manager concerning the day to day operation of the Community Center providing outstanding customer service to individuals that use the Community Center and participate in our many programs and services. Function as the main contact concerning Sports and Recreation within the Deerfield School District.

Essential Functions of the Job:

Assists visitors and participants at the center and provide program information.

Coordinate, plan and implement sports and recreation programs in Deerfield. Identify and assist volunteer coaches; referee sporting events when necessary; open recreation facilities; and collect user fees.

Develop new opportunities for children, families and seniors as it relates to sports and recreational opportunities. Work with High School Coaches and Parent Coaches concerning sports programs needed in the area.

Identify and assist in training of umpires and referees for sporting events. Ensure these individuals are paid, when appropriate.

Organize and accept registration for participation in programs, schedule events, communicate with school personnel for building or grounds use, answer phone calls and return emails in a timely and courteous manor regarding programs.

Assist in securing new uniforms, hats and medals/trophies for teams and coordinate team sponsors and promotional opportunities.

Help build teams for sports programs and give team information and equipment to volunteer coaches. Account for all equipment and sports clothing at the end of each season.

Coordinate all aspects of basketball/baseball tournaments, home basketball pods and home baseball games with teams outside of Deerfield. This typically includes 4 basketball tournaments, 4+ basketball pods and one baseball tournament and 20+ home baseball games.

Set up recreation facilities, gyms, fields and concession stand to accommodate games or tournaments i.e.: scoreboards, clock, tables and chairs, and bleachers. Secure parent volunteers to work in the concession stand and scorers and admissions tables. Ensure that buildings, parks, fields and concession areas we use for our programming are clean and secured during and after events.

Coordinate the scheduling of all baseball/softball fields in Deerfield (other than school property). Oversee the preparation of fields for baseball games. Work with the Parks Department to maintain the fields in good working order.

Serve on the Board of Directors for League play as a representative from Deerfield (i.e. The Eastern Suburban Youth Baseball & Basketball League).

Ensure the center rules, safety standards and facility guidelines are followed; maintain automated and manual records on center program usage by activity; enter data into computer; prepare and submit reports on sports attendance, accidents, facility usage and other data as required.

Function as the Public Relations contact for newspaper postings of sports and fundraising events at the DCC (including pictures). Provide newspaper clips to the DCC Program Manager to publish on our website and social media.

Participate in all Fundraising events with the DCC Program Manager. This includes the planning of the events, organizing supplies, facilities, communication, volunteers, working the events (including the concession stand) cleanup, etc.

Actively participate in Grant Writing with the DCC Program Manager.

Perform other duties as required.

Job Location and Equipment:

Position will be based out of the Deerfield Community Center. Time will be required at the Deerfield Schools or Deerfield Parks. Operation of standard office equipment to include: Microsoft Office® operating system, telephone, computer, printer, and copy machine. Also, may operate digital camera for promotional pictures.

Required Knowledge, Skills, and Abilities:

Must have effective verbal and written communication skills with public and coworkers in a professional and courteous manner; explain and enforce operating policies and procedures; handle money and maintain fiscal records; operate general office equipment, word processing equipment; independently carry out policies and procedures within assigned area of responsibility. Must be available to work nights, weekends and holidays. Must be able to successfully complete a drug test.

Minimum Qualifications:

A Bachelor's degree in recreation, human services or related field is preferred or equivalent work experience. Experience working with/helping the public, keeping general records and handling money. Must possess and maintain current CPR and basic first aid certificates. Must possess a valid driver's license and pass background check.

Staff Signature: _____ Date: _____

Manager's Signature: _____ Date: _____