



<b>Job Description</b>	
<b>Job Title</b>	<b>Youth Sports Coordinator</b> <span style="float: right;">Classification Code: <b>200-23</b></span>
<b>Department</b>	Youth Sports and Recreation
<b>Salary</b>	\$10.31 to \$13.34 hourly
<b>Work Schedule</b>	Varies
<b>Hours of Work</b>	Varies
<b>Direct Supervisor</b>	Youth Sports Director
<b>Status</b>	Part-time
<b>Position Summary</b>	Acts in a support role for the Youth Sports Director
<b>Responsibilities, Tasks &amp; Duties</b>	Procures program supplies and equipment. Helps with volunteer recruitment. Participates in Youth Sport fundraising efforts and events. Provides supervision at program athletic events.
<b>Education/Work Experience</b>	<b>Required:</b> Valid Missouri Driver's License Be familiar with all aspects of Microsoft Office and have the ability to learn the Sports Program software. Working knowledge of standard office equipment such as copy machine, postage machine, etc. Good communication and customer service skills. Ability to read and understand blueprints, schematics and other construction documents. Proficient in Microsoft office and have the ability to learn new software programs, if needed. <b>Preferred:</b> High School Diploma or GED equivalent 1-2 years' experience in youth sports management or league. Knowledge of the rules and regulations of all offered athletic programs
<b>Physical Requirements</b>	Ability to stand for long periods of time. Ability to move safely over uneven terrain. Ability to work in extreme weather.
<b>Other</b>	Must be able to obtain clearance onto Fort Leonard Wood.
<i>This job description is not intended to be all-inclusive. Employees may be expected to perform other duties as necessary for the effective operation of their department and the City. In addition, employees may be required to work additional or varying hours and typical or non-typical duties during emergency or similar situations.</i>	
<b>Print Employee's Name</b>	
<b>Employee Signature:</b>	<b>Date:</b>