

## The Maryland-National Capital Park and Planning Commission

**TITLE:** County-Wide Sports Specialist I  
**SERIES:** Recreation

**GRADE:** F    **CODE:** 3330  
**DATE:** 1/13/88

### Class Definition

Under general supervision, performs entry-level professional recreation work, involving some responsibility, complexity, and variety. May provide county-wide coordination for a sport (e.g., boxing) which has one central facility or assist in managing a facility programs. May coach teams and coordinate team competitions and county-wide tournaments. Performs other related duties as assigned.

### Examples of Important Duties

1. Provides coaching service. Explains rules and techniques, gives demonstrations, and directs practices to instruct children, teens, and adults in athletics. Watches participants closely to prevent injuries. Evaluates athletic performances. Selects team members to compete against other teams. Supervises teams at meets with other teams.
2. Coordinates team competitions. Schedules athletic meets with other teams. Schedules officials. Arranges transportation and hotel for out-of-town meets. Provides information to parents. Collects fees.
3. Coordinates staff. Recruits, selects, and trains part-time, temporary, and volunteer staff (e.g., instructors, aides, clerks). Plans, schedules, and assigns work. Evaluates work and counsels staff on ways to improve performance.
4. May operate a facility. Opens and closes facility. Safeguards cash and valuables. Collects money from vending machines. Orders and picks up supplies. Sets up tables, chairs, and equipment. Monitors building utility systems to ensure proper operation. Provides routine maintenance and repairs. Calls for non-routine building maintenance and repairs. Calls police, fire, or rescue squad in emergencies.
5. Provides general services. Answers telephone and greets visitors at facility. Gives information about sports programs (e.g., rentals, classes, teams, meets). Explains rules and operations. Conducts tours. Accepts reservations or registrations for sports programs. Collects fees.
6. Publicizes programs. Writes articles, newsletters, new releases, flyers and ads. Sends promotional materials to news media and

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mailing list of interested persons and groups.

7. Keeps records. Maintains records of revenues and expenditures, time cards, inventory of supplies and equipment, memberships, participants, and mailing lists. Writes daily and monthly administrative reports.

### Important Worker Characteristics

- A. Knowledge of (1) Sports Administration, policies and procedures; (2) equal employment opportunity; (3) First Aid/CPR; (4) gymnastics, boxing and other sports; (5) Merit System regulations;\* (6) office practices; (7) physical education; (8) safety; (9) supervision\*.
- B. Skill in operation of (1) auto; (2) microcomputer; (3) user-friendly computer software.
- C. Ability to (1) apply principles to solve practical problems; (2) calculate fractions, decimals, and percentages; (3) read routine reports and correspondence; (4) write routine reports and correspondence; (5) use proper spelling, punctuation, and grammar; (6) make oral presentations to large groups; (7) speak clearly; (8) organize work efficiently; (9) provide courteous service.

\* Developed primarily after employment in this job class.

### Minimum Qualifications

1. Bachelor's degree in physical education, recreation, or related subjects; or four years of professional experience in one or more of these areas with experience as a coach, umpire, referee or competition in organized sports; or
2. An equivalent combination of education and experience.
3. Valid Maryland driver's license, or the ability to acquire one.

### Working Conditions

Works in facility. Works long hours, evenings and weekends. On-call 24 hours.