

The Maryland-National Capital Park and Planning Commission

TITLE: County-Wide Sports Specialist II **GRADE:** 14 **CODE:** 3331
SERIES: Recreation **DATE:** 1/13/88

Class Definition

Under direction, performs professional park and recreation work, involving moderate responsibility, complexity, and variety. Plans and coordinates sports/athletic programs for various age groups on a county-wide basis. May provide county-wide coordination for a sport 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 county-wide athletic activities. Schedules officials. Arranges transportation and hotel for out-of-town teams. Provides information to program participants. Collects fees.
3. Coordinates staff. Recruits, selects, and trains intermittent, temporary, and volunteer staff (e.g., instructors, aides, scorekeepers, coaches). Plans, schedules, and assigns work. Evaluates work and counsels staff on ways to improve performance.
4. Coordinates and plans county-wide outreach programs, special events and trips. Responsible for publicity, contracts, establishing fees, ensuring compliance with all Commission requirements (e.g., insurance). Serves as trip and transportation chaperon and coordinator.
5. Provides general services. 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 mailing list of interested persons and groups.

The Maryland-National Capital Park and Planning Commission

TITLE: County-Wide Sports Specialist II GRADE: 14 CODE: 3331
SERIES: Recreation PAGE: 2

Examples of Important Duties (Continued)

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. Good 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*; (1) Commission rules and regulations*.
- B. Skill in operation of (1) auto; (2) calculator; (3) audio and video equipment; (4) sports apparatus.
- C. Ability to (1) apply principles to solve practical problems; (2) read routine reports and correspondence; (3) write routine reports and correspondence; (4) use proper spelling, punctuation, and grammar; (5) make oral presentations to large groups; (6) communicate effectively; (7) organize work efficiently; (8) 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; and two years of professional full-time experience as a coach, umpire, or referee; 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 and community. Some driving. Works long hours,

evenings and weekends.