



POSITION TITLE: ATHLETICS COORDINATOR  
CLASS DESCRIPTION, 2026  
POSITION NUMBER:  
STATUS: NON-EXEMPT  
JOB FAMILY:

### **GENERAL DESCRIPTION OF DUTIES**

Under general direction, the purpose of the position is to manage sports league programs and events at Sawmill Park and other locations where the Parks and Recreation division conducts sports-related programs. Employees in this classification perform administrative work. This position is responsible for sports league programs and sports-related event planning; the preparation and processing of reports, forms, and correspondence; the monitoring of sporting events schedules; and ensuring grounds, fields, and areas of the parks are ready for the scheduled events and programs. Employees in this position perform related work as required. The omission of specific duties does not preclude the supervisor from assigning duties that are logically related to the position.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

**The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class.**

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

Acts as the liaison between sports leagues and the County.

Answers inquiries via telephone and email, from County staff, sports league members, game officials and community members regarding use of Sawmill Park and other venues for County sponsored sporting events.

Creates and maintains sporting event and program calendar, schedules appointments and meetings for sports leagues, ensures overlapping of programs and events is manageable.

Recruits and identifies officials, volunteers, and coaches for leagues, programs, and events.

Schedules and attends registration events and assists Parks and Recreation Programs Manager with advertising of events, programs, leagues.

Works with the Sawmill Park Coordinator to ensure availability of the Park and event areas.

Ensures paperwork is properly completed and maintained.

Ensures maintenance and grounds work is properly scheduled and completed, including follow-up on maintenance requests.

Compiles, processes and prepares information for use in correspondence, reports, charts, forms, studies, evaluations or other materials.

Ensures inventory is up-to-date, ordered, and received for sporting events.

Collects park usage deposits and fees, when applicable; prepares and provides receipts for payments made; prepares and transmits deposits to the County Treasurer; maintains transaction logs.

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

### **MARGINAL FUNCTIONS**

Responds to inquiries via phone, fax or email; makes copies, scans and faxes documents.

*The County of Accomack is committed to a diverse and inclusive workplace*

Performs related duties as required.

**MINIMUM TRAINING AND EXPERIENCE**

High school diploma or GED; supplemented by one (1) to three (3) years of experience in event planning, event management or related field; or an equivalent combination of education, training, and experience. Proficiency in Microsoft Office Suite, specifically Outlook and Word, is required.

**PREFERRED TRAINING AND EXPERIENCE**

Six (6) or more years of experience in sports event planning, management or related field; or an equivalent combination of education, training, and experience. Trained in basic first aid and CPR. Bilingual capabilities are a plus.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to effectively and clearly communicate with County employees, vendors, businesses and community members both in written and oral communications.
- Ability to follow set policies and procedures and Standard Operating Guidelines set forth by the County of Accomack and the Department of Public Works & Facilities.
- Ability to maintain cooperative and effective relationships with intra-and interdepartmental personnel, as well as external entities.
- Knowledge of maintaining schedules and calendars.
- Knowledge of sporting event and program planning.
- Knowledge of maintaining paperwork and files, both in paper and electronic format.
- Knowledge of basic accounting for purposes of collecting fees and preparing deposits.
- Knowledge of Microsoft Office Suite software.

**SPECIAL REQUIREMENTS**

Possession of a valid driver’s license. Satisfactory completion of a background check, DMV records check, and drug screening prior to employment. Annual DMV records check thereafter.

**PHYSICAL DEMANDS**

Physical Strength for this position is indicated below with an “X”

<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>	<u>Very Heavy</u>
<u>Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.</u>	<u>Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.</u>	<u>Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.</u>	<u>Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.</u>	<u>Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.</u>

Physical Demands for this position are indicated below:

<u>C</u>	<u>F</u>	<u>O</u>	<u>R</u>	<u>N</u>	<u>D</u>	<u>W</u>	<u>M</u>	<u>S</u>	<u>N/A</u>
<u>Continuously 2/3 or more of the time.</u>	<u>Frequently From 1/3 to 2/3 of the time.</u>	<u>Occasionally Up to 1/3 of the time.</u>	<u>Rarely Less than 1 hour per week.</u>	<u>Never Never occurs.</u>	<u>Daily</u>	<u>Several Times Per Week</u>	<u>Several Times Per Month</u>	<u>Seasonally</u>	<u>Not Applicable</u>

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

<u>-Physical Demand-</u>	<u>-Frequency-</u>	<u>-Brief Description-</u>
<u>Standing</u>	<u>O</u>	<u>Making Presentations, Communicating with site visitors</u>
<u>Sitting</u>	<u>F</u>	<u>Desk work, Meetings</u>
<u>Walking</u>	<u>F</u>	<u>To other departments/offices/office equipment; Site tour</u>
<u>Lifting</u>	<u>O</u>	<u>Supplies, Equipment, Event Preparation</u>
<u>Carrying</u>	<u>O</u>	<u>Supplies, Equipment, Event Preparation</u>
<u>Pushing/Pulling</u>	<u>O</u>	<u>Equipment, Tables and Chairs</u>
<u>Reaching</u>	<u>O</u>	<u>For supplies, equipment</u>
<u>Fine Dexterity</u>	<u>C</u>	<u>Computer Keyboard, Telephone pad, Mobile Device pad</u>
<u>Kneeling</u>	<u>R</u>	<u>Event Preparation</u>
<u>Crouching</u>	<u>R</u>	<u>Event Preparation</u>
<u>Crawling</u>	<u>N</u>	
<u>Bending</u>	<u>O</u>	<u>Filing in lower drawers, Retrieving items from lower shelves/ground</u>
<u>Twisting</u>	<u>R</u>	<u>Event Preparation</u>
<u>Climbing</u>	<u>O</u>	<u>Event Preparation</u>
<u>Balancing</u>	<u>O</u>	<u>Ladder</u>
<u>Vision</u>	<u>C</u>	<u>Reading, Computer screen, Driving</u>
<u>Hearing</u>	<u>C</u>	<u>Communicating via telephone/radio, to co-workers/public</u>
<u>Talking</u>	<u>C</u>	<u>Communicating via telephone/headset, to co-workers/public</u>
<u>Foot Controls</u>	<u>R</u>	<u>Driving</u>
<u>Other (specified if applicable)</u>	<u>N/A</u>	<u>N/A</u>

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, & HARDWARE:**

Laptop, Printers, Scanners, Microsoft Office Suite, Outlook (email), Adobe Acrobat, IT Supported Software and Tools, Internet Browsers, digital camera, mobile device, iPad, and cell phone. Ability to use machine/equipment for field or court preparation (e.g. striping, installing bases or nets).

**ENVIRONMENTAL FACTORS:**

<u>C</u> <u>Continuously</u>	<u>F</u> <u>Frequently</u>	<u>O</u> <u>Occasionally</u>	<u>R</u> <u>Rarely</u>	<u>N</u> <u>Never</u>	<u>D</u> <u>Daily</u>	<u>W</u> <u>Several Times Per Week</u>	<u>M</u> <u>Several Times Per Month</u>	<u>S</u> <u>Seasonally</u>	<u>N/A</u> <u>Not Applicable</u>
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<u>-Health and Safety Factors-</u>	
<u>Mechanical Hazards</u>	<u>N</u>
<u>Chemical Hazards</u>	<u>N</u>
<u>Electrical Hazards</u>	<u>R</u>
<u>Fire Hazards</u>	<u>N</u>
<u>Explosives</u>	<u>N</u>
<u>Communicable Diseases</u>	<u>R</u>
<u>Physical Danger or Abuse</u>	<u>R</u>
<u>Other</u>	<u>N/A</u>

<u>-Environmental Factors-</u>	
<u>Respiratory Hazards</u>	<u>S</u>
<u>Extreme Temperatures</u>	<u>S</u>
<u>Noise and Vibration</u>	<u>O</u>
<u>Wetness/Humidity</u>	<u>O</u>
<u>Physical Hazards</u>	<u>R</u>

**NON-PHYSICAL DEMANDS:**

<u>F</u> <u>Frequently</u> <u>From 1/3 to 2/3 of the time</u>	<u>O</u> <u>Occasionally</u> <u>Up to 1/3 of the time</u>	<u>R</u> <u>Rarely</u> <u>Less than 1 hour per week</u>	<u>N</u> <u>Never</u> <u>Never occurs</u>	<u>N/A</u> <u>Not Applicable</u>
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<u>-Description of Non-Physical Demands-</u>	<u>-Frequency-</u>
<u>Time Pressure</u>	<u>F</u>
<u>Emergency Situation</u>	<u>O</u>
<u>Frequent Change of Tasks</u>	<u>O</u>
<u>Irregular Work Schedule/Overtime</u>	<u>F</u>
<u>Performing Multiple Tasks Simultaneously</u>	<u>F</u>
<u>Working Closely with Others as Part of a Team</u>	<u>F</u>

<u>Tedious or Exacting Work</u>	<u>O</u>
<u>Noisy/Distracting Environment</u>	<u>O</u>
<u>Other</u>	<u>N/A</u>

**PRIMARY WORK LOCATION:**

<u>Office Environment</u>		<u>Vehicle</u>	<u>X</u>
<u>Warehouse</u>		<u>Outdoors</u>	<u>X</u>
<u>Shop</u>		<u>Other</u>	
<u>Recreation/Neighborhood Center</u>	<u>X</u>		

**ACKNOWLEDGEMENT**

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Accomack County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Accomack County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.