



ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

POSITION: Sports & Programs Coordinator II, C07, \$44,886 - \$50,794 (B.O.E)
+ FRINGE BENEFITS

DEPARTMENT: Recreation and Parks

OPENING DATE: 08-23-17 **CLOSING DATE:** 09-06-17

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree in recreation or sports management, or related degree.

Experience: Three years or more of related experience.

Note: Any equivalent combination of acceptable education and experience which has provided the knowledge, skills and abilities cited below may be considered.

ADDITIONAL REQUIREMENTS:

- ◆ Negative drug test result from pre-employment drug screen;
- ◆ Pass extensive background check with favorable results;
- ◆ Successful candidate must provide proof of eligibility to work in the United States prior to employment.

JOB SUMMARY: Develops, implements, plans, schedules, monitors, and supervises department-specific programs; monitors compliance with relevant regulations, policies, and procedures as they relate to specific projects; performs other duties as assigned.

DUTIES:

- ◆ Responsible for current and future youth and adult sports leagues, competitive sports, camps, clinics, and special activities. Recreation & Community Services has thousands of residents participating in the sports programs provided by or coordinated through this position;
- ◆ Promotion and publicity of programs and fundraisers in a professional and successful manner;
- ◆ Develops, implements, plans, schedules, monitors, and supervises large and complex department-specific programs;
- ◆ Ability to be produce clear and effective communication to citizens, staff and media;
- ◆ Monitors compliance with regulations, policies, and procedures as they relate to specific programs;
- ◆ Monitors performance of assigned staff relative to the program;
- ◆ Prepares relevant correspondence and reports;
- ◆ Liaisons with local, regional, and state organizations related to the program;
- ◆ Performs fiscal planning and management for the assigned program and monitors grant allocations;
- ◆ Performs other duties as assigned.

DEPARTMENTAL FUNCTIONS:

- ◆ Responsible for program planning, facility and league scheduling, recruiting and training volunteers, fundraisers, promotion, publicity, purchase of equipment, and coordinating facility maintenance needs;
- ◆ Responsible for implementing Community Standards policies aimed to ensure safety and wellbeing of all youth athletes and volunteer coaches requiring confidentiality and swift action; Includes monitoring of youth independent leagues;

St. Mary's County Government is an Equal Opportunity Employer

- ◆ Responsible for managing and coordinating facility operations;
- ◆ Responsible for planning and coordinating of special events through solicitation of sponsorships and developing local business relationships;
- ◆ Provides direct leadership and is responsible for recruiting, hiring and training of program part-time staff, interns and volunteer coaches;
- ◆ Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Experience working with youth sport programs and a general understanding of sport philosophy and best practices;
- ◆ Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
- ◆ Ability to act as a representative of St. Mary’s County Government to the public;
- ◆ Expert knowledge of department practices and procedures and of the practices, procedures, and concepts of the assigned programs;
- ◆ Knowledge of relevant Federal, State, and Local regulations relative to the operations of specific projects and programs;
- ◆ Ability to effectively communicate with other staff members;
- ◆ Ability to effectively monitor staff performance;
- ◆ Ability to develop, implement, prioritize, and coordinate program-related activities;
- ◆ Ability to use available resources to research information;
- ◆ Ability to prepare and maintain accurate records;
- ◆ Ability to operate relevant computer systems, including hardware and software.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Work requires light physical effort in the handling of light materials or boxes and tools or equipment in non-strenuous work positions up to 30 pounds and/or continual standing or walking of 60%/+ of the time.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meetings and training rooms.

COMPENSATION/BENEFITS:

Hiring Salary: \$44,886 - \$50,794 (B.O.E) annually
 FLSA: Non -Exempt

St. Mary’s County Government offers a complete benefits package including medical, dental, vision, life insurance and long-term disability. We offer a 457 deferred compensation plan, employee assistance program, and education reimbursement. All employees are required to participate in the Maryland State Retirement and Pension System (SRPS).

SELECTION PROCEDURE: Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview. All candidates will be notified of their selection or non-selection for interview.

TO APPLY: A 2008 ST. MARY'S COUNTY GOVERNMENT APPLICATION IS REQUIRED. ALL PRIOR VERSIONS OF THE APPLICATION ARE OBSOLETE.

Applications are available at: Governmental Center, Potomac Building
Third Floor, Dept. of Human Resources
23115 Leonard Hall Drive, Leonardtown, MD
Phone: 301-475-4200 Extension: *1100 Fax: 301-475-4082
Jobs Line: 301-475-4200 Extension: *1109
Email: smchr@stmarysmd.com Website: www.stmarysmd.com
Must press the * key before the extension

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the ADA Coordinator: amber.hebert@stmarysmd.com or (301) 475-4200, Extension: *1110

APPLY NOW - <http://www.stmarysmd.com/hro/application/HRApplication.asp>