

City of Roswell  
Department: Recreation, Parks, Historic & Cultural Affairs  
Division: Recreation  
Job Recruitment Title/Descriptor: Athletics Program Coordinator  
City Title: Program Supervisor I, FLSA Status: Full-time (Exempt)  
Reports to: Athletic Program Coordinator  
Hiring Salary Range: **\$52,956.80 - \$68,827.20**  
Posting Date: June 3, 2022

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### **Background:**

The City of Roswell seeks a qualified Athletics Coordinator to plan, organize and implement:

- All aspects of the lacrosse program
- Oversee, lead and manage 2 full time employees
- Oversee the Hembree Park Recreation Center, including part time staff and room rentals.
- Oversee and assist in coordination of athletic programs including baseball, football, fall cheerleading, rugby, boys basketball, summer camps.
- Oversee and manage budgeting and requisitions for Hembree Park Recreational Center and various athletic programs under your direction.

### **Education/Experience:**

- Bachelor's Degree in sports related field is highly recommended
- At least 5 years of experience in related field with supervisory experience is preferred

### **Additional Requirements:**

- This position will need to be flexible with work arrangements and mobile between multiple sites as needed.
- The position requires a bi-weekly evening duty rotation and some weekend on call shifts.
- The position requires the ability to work some holidays, and nonstandard hours whenever the need arises.
- This position requires some work assisting with special events throughout the year.
- Physical Ability: Tasks require the ability to exert light to moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light to moderate weight (10-50 pounds).