



STRASBURG PARKS & RECREATION DISTRICT

1932 Burton Street • Strasburg, CO 80136 • www.strasburgparks.org

JOB DESCRIPTION: ACTIVITIES COORDINATOR

GENERAL DESCRIPTION

The Activities Coordinator shall be a representative of the District. The individual will organize and conduct sports leagues, programs, and activities for all age groups.

PRINCIPAL DUTIES

The Activities Coordinator manages all youth and adult programs. The position will have a combination of office and field work. The Coordinator will create, manage, and oversee all programs. Duties include, but are not limited to:

- Marketing and promotion of District activities
- Coordination of self-supporting programs
- Maintenance of the online registration system
- Point of contact for parents, coaches, and officials
- Evaluation of programs through online surveys
- Inventory and distribution of equipment
- Coordination of team photos and uniforms
- Serve as an onsite field representative (as needed)
- Assist with scheduling games, tournaments, and officials
- Serve as a representative on youth sports committees and boards
- Provide onsite assistance at District events
- Seek business sponsorships to help offset costs of programs and activities
- Other office duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES

- Works well with people, both the general public, volunteers, and officials.
- Communication skills, both verbal and written, including administrative and organizational skills.
- Experience with computers and social media is required.
- Valid driver's license required and able to pass a criminal background screening.

SUPERVISION

Supervision will be under the direction of the District Manager.

EDUCATION AND/OR EXPERIENCE

Any combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described.

PAY RATE

Starts at \$15.00 per hour. Commensurate with experience.

BENEFITS

All employees, regardless of hourly status, will receive PERA Retirement benefits during their employment. The District does not offer healthcare, dental, or vision insurance for part-time employees.

SCHEDULE

Hourly, part-time position (16-20 hours per week). Occasional evening and weekend work.

----- **EXAMPLE OF SEASONS** -----

SUMMER SEASON (Mar–Aug)

- Pee Wee T-Ball
- Youth Baseball (coordinated by BYBSA)
- Youth Softball (coordinated by BYBSA)
- Adult Coed Softball
- Pitch-Hit-Run Competition

FALL SEASON (Aug-Oct)

- Pee Wee Intro to Team Sports
- Fall Baseball (coordinated by BYBSA)
- Fall Softball (coordinated by BYBSA)
- Flag Football
- Tackle Football
- Adult Coed Sand Volleyball

WINTER SEASON (Nov-Feb)

- Pee Wee Basketball
- Youth Basketball (coordinated by SHS)
- Hoop Shoot Contest

****WE ARE LOOKING FOR SOMEONE TO EXPAND ACTIVITIES TO OTHER AREAS****

Art & Music Instruction · Personal Safety · Fitness & Wellness · Technology Training · Senior Activities and Programs · Specialty Camps & Clinics · Nontraditional Sports · Adult Sports