



Clear Creek Metropolitan Recreation District

Sports Coordinator

Working Location:	Clear Creek Metropolitan Recreation District Facilities
Work Schedule:	Monday – Friday (weekends and evenings, as needed)
Work Hours:	Hourly position; approx. 30 hours per week
Positions Available:	One
Classification:	Non-Exempt Part Time Hourly
Wage Range:	\$19 - \$20.50 per hour

The Sports Coordinator implements inclusive sport programs for all age groups, contributing to the quality of life in Clear Creek County, and ensuring community satisfaction. The Sports Coordinator is responsible for the efficient and smooth execution of any and all CCMRD adult and youth sport programs, leagues, tournaments, and clinics. Creating a social and recreational atmosphere in sports programs that encourages camaraderie and enjoyment while playing sports is a key dimension of the role, along with generating revenue for the District. Collaboration is at the heart of this position, as the Sports Coordinator is to work in partnership with other CCMRD staff and community partners to accomplish tasks. The Sports Coordinator plays a vital role in ensuring that adults and youth in Clear Creek County are provided with engaging and enjoyable sport-related activities that contribute to the mission of strengthening our community through fitness, wellness, and play.

Skill development is an important dimension of the role, and the Sports Coordinator strives to implement programs that serve to develop specific skills, techniques, and strategies of organized sports

ESSENTIAL DUTIES

- Coordinate and oversee all youth and adult sport programs, leagues and sports events, including logistics, scheduling, communication, and promotion. This includes selecting sports, designing schedules, and coordinating registration.
- Manage the registration process for athletes or teams, ensuring that all necessary paperwork, fees, and information are collected and organized.
- Effectively communicate program details and information to all stakeholders (CCMRD staff, volunteers, sponsors, hosting agencies, and participants/their families).
- Work in collaboration with the CCMRD Programs Team) to develop an annual calendar of engaging programs and activities and a volunteer appreciation event.
- Maintain open communication with appropriate personnel at offsite venues (specifically including the Clear Creek School District) where sport programming occasionally occurs.
- Maintain accurate and up-to-date inventory of all program equipment and supplies, including uniforms.



Clear Creek Metropolitan Recreation District

- Oversee distribution and collection of all equipment, uniforms, and other program-related materials.
- Recruit, train, and supervise referees, umpires, and officials. This may involve certification and ensuring fair play.
- Provide essential support to volunteer and paid coaches, instructors, referees, umpires, and other program-related personnel as required.
- Provide on-site program assistance for any and all sport competitions/games and tournaments including set up and tear down before and after events. *Please note: these often occur on evenings and weekends and are outdoors, occasionally in inclement weather.*
- Provide coaches and instructors with support with practice plan development and execution, and occasionally attend practices to observe and provide feedback and guidance as needed.
- Act as the CCMRD representative of all sports programs, either directly or by proxy (via designation of a capable and responsible coach, instructor, or volunteer).
- Complete after-action reports and a YPQA (Youth Program Quality Assessment) for any and all youth sport leagues, in order to identify areas for improvement and growth.
- Assist in sourcing and recognizing sport sponsorships, both financial and in-kind.
- Prepare and adhere to program budgets, monitoring revenues and expenses.
- Ensure a 100% cost recovery for all sport programs, preferably generating a profit to contribute to the District's bottom line.
- Verify and submit payroll for all paid coaches, instructors, referees, umpires, and program personnel in accordance with the biweekly payroll cycle.
- Lead promotional efforts for all sport programs to align with CCMRD branding and marketing standards.
- Assume a minimum of one Manager on Duty ("MOD") shift per week at the Clear Creek Recreation Center in Idaho Springs, providing team support and problem solving as needed.
- Maintain professionalism and a positive image of CCMRD within the community.
- Enforce all CCMRD rules, policies, and procedures.
- Align all programs with the CCMRD mission, creating cohesion with the organization's greater purpose.
- Other duties as assigned.

SPAN OF SUPERVISION

- Reports to the General Manager and the CCMRD Programs Team
- Supervises officials, coaches, program volunteers, staff, and instructors

SKILLS & QUALIFICATIONS

- High School diploma or equivalent.
- Must possess excellent written and verbal communication skills.



Clear Creek Metropolitan Recreation District

- Must be highly organized with an attention to detail.
- Must possess knowledge and aptitude with computers and computer software.
- Must be a self-starter, and a problem solver.
- Must possess the ability to multitask and prioritize as competing needs often arise simultaneously.
- Must possess the ability to be flexible and adaptable.
- Must possess First Aid/CPR/AED certifications (or be willing to obtain them within 30 days of hire).
- A valid Colorado Driver's License required, with a driving record that is free from recent accidents or violations.

EXPERIENCE

- Experience with program coordination is preferred.
- A strong foundational understanding of sports and recreation is required.
- Experience with the Google Workspace is preferred.
- Experience working with community organizations, vendors, and sponsors is preferred.
- Experience with social media and promotions is preferred.
- Customer service experience is preferred.

PHYSICAL AND MENTAL REQUIREMENTS

- Must have the ability to maintain precision, attention to detail, alertness, judgment, reasoning, patience, innovation and imagination.
- Must be a problem solver with an ability to think on your feet.
- Must be a team player.
- Position requires attention to detail, often when noise and interruptions prevail.
- May be required to occasionally assist in stacking and lifting to a maximum of 50 pounds.
- Position requires the ability to complete a variety of physical tasks such as bending, stooping, standing, walking, climbing stairs, and lifting.
- Work is performed indoors and outdoors, occasionally in inclement weather.
- Working hours will vary, including evenings and weekends.
- Must receive clearance by passing a background check.
- Current CPR/First Aid certifications, or a willingness to secure upon hire.