

City of Covington
CAREER OPPORTUNITIES POSTING

JOB TITLE: Sports Coordinator

The following statements are intended to describe the general nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties and skills required.

To Apply – Complete an application and submit to the Covington Personnel Department by 4:00p.m, Tuesday July 2nd. Applications may be obtained at the Civic Center 100 West Washington Ave., Personnel Dept. 2nd floor or the City’s website covingtontn.com.

- **Job Title: Sports Coordinator**

- **DOT: N/A**

Job Duties: Responsible for the athletic programs with the exception of baseball and softball offered by the Parks and Recreation Department and the continuous supervision of the equipment and facilities related to the sports programs. Plans, initiates, organizes, develops, performs and supervises a diversified program of athletics for the community.

Computer Skills: Microsoft Office Package or Windows XP (must also be able to operate other office equipment, such as fax, copier, and scanner machines).

- **Qualifications:** Graduation from a 4 year college or university with a degree in Sports and Recreation, Sports Medicine, or closely related field. Possess CPR, ACSPM certifications or willingness to obtain. In lieu of a 4 year degree (4) or more years combination of experience, training and education to include possession of CPR, ACSPM certifications, knowledge of coaching principals and broad understanding of a variety of sports. Possess a Valid TN drivers license.
- **Test Requirements:** Post offer drug screen and physical
- **Education:** Graduation from a 4 year college or university with a degree in Sports and Recreation, Sports Medicine, or closely related field.
- **Minimum Age:** 21
- **Minimum Experience Required:** 3 years work related experience.

- **Work Hours and Work Days:** Full time

- **Permanent:** Yes

- **Salary – Grade Level 9 \$16.83 per hour**

- **Number of Openings:** 1

WORKING CONDITIONS AND PHYSICAL EFFORT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, sit, and talk and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 150 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

The City of Covington is an equal opportunity employer. All qualified applicants will be considered without regard for race, color, religion, sex, age, national origin, disability, sexual orientation, marital status, citizenship or other protected criteria.