

League Manager (PT)
City of Monticello/Community Center

Title of Class: League Manager (PT)

Effective Date: February 2009

Revised:

DESCRIPTION OF WORK:

General Statement of Duties: Performs skilled and semi-skilled work for all league or athletic activities for the Community Center.

Supervision Required: Works under the general supervision of the Director and the Program and Operations Coordinator and general oversight of other management staff.

Supervision Exercised: Provides technical supervision to staff directed to assist League Manager and direct supervision of all staff at the ball fields or other athletic fields.

TYPICAL DUTIES PERFORMED:

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

- Oversees and coordinates all league and athletic activity, from planning to implementation
- Maintains current league structure and determines new leagues or athletic activities to be offered at the Community center and their seasonal schedule.
- Coordinates scheduling of facilities for league or athletic play with Parks Superintendent and outside organizations.
- Develops all written material for leagues to include advertising information, registration forms, contracts, waivers, incident reports, requests for payment, sanctioning paperwork, tournament bidding, etc.
- Maintains all communication for leagues and athletics to include the website, various phone lines and information to support staff and managers
- Researches and purchases all awards or prizes as pertains to league or athletic play. Ensures proper distribution of awards.
- Available during league play, either directly or by phone, for any problems or emergencies.
- Maintains order and ensures the enforcement of all rules required to follow as per MCC policies and other member athletic organization policies.
- Supervises all staff assigned to leagues or athletic programs to ensure efficient operation and compliance with all employee policies.
- Prepares and follows up on tournament bids.
- Develops the "draw" for all league play and communicates and publishes information appropriately.
- Attends any meetings required for leagues as well as networking or seminar meetings.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge on applicable athletics rules and regulations as well as community center policies and regulations and ability to enforce those rules.
- Considerable knowledge of athletics and athletic program organization.
- Considerable organizational skills in facility reservations, athletic administration and communication.

- Considerable ability to exercise good judgment in making decision and dealing with a variety of situations, some volatile.
- Working ability to supervise staff and participants, monitor activities and operations and resolve concerns.
- Considerable ability to follow verbal and written direction and to maintain productivity when working independently.
- Considerable ability to provide high quality of customer service at all times and maintain a positive environment.

MINIMUM QUALIFICATIONS:

Previous experience working with Leagues or athletic programs or equivalent experience. Prefer some college work in Education, Park and Recreation or related field.