

**JOB OPENING – FITZGERALD – BEN HILL COUNTY  
RECREATION ATHLETIC DIRECTOR**

Full-time Athletic Director - \$35,000 - \$41,000 with Benefits

Post Until 12-11-19.

**JOB SUMMARY:** This position plans, implements and evaluates programs and athletic special events run by Fitzgerald - Ben Hill County Department of Leisure Services. This position works under the supervision of the Department Director while maintaining responsibility for the athletic programs operated by Fitzgerald - Ben Hill County Department of Leisure Services. This position assists in other duties as assigned.

**RESPONSIBILITIES/DUTIES**

1. Plans, organizes, implements, and manages a variety of recreation and sports programs for youth and adults of Fitzgerald & Ben Hill County.
2. Creates rules and guidelines relevant to sport, league schedules, coaches' training, and ensures the assignment of game officials for athletic programs. Evaluates programs on a seasonal basis to initiate any necessary changes.
3. Plans, organizes, and coordinates sports tournaments at City/County owned sports facilities as assigned by the Department Director. This includes advertising and promotion, daily communications, tournament set-up and scheduling, securing officials, and serving as tournament director during the event.
4. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control of athletic programs.
5. Provides administrative support to Department Director for the day-to-day functioning of the department, programs, and facilities operated by the Fitzgerald – Ben Hill County Department of Leisure Services.
6. Ability to work flexible and demanding hours including nights and weekends.
7. Attends workshops, seminars, conferences and other professional development opportunities in order to keep abreast of trends and changes in the field.
8. Performs other related duties as may apply.

**EDUCATION/EXPERIENCE**

1. Minimum Education: Associate's degree from an accredited college or university.
2. Minimum of two (2) years related work experience; or equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities. While work experience is not required, those possessing it will be preferred.
3. Must possess a valid driver's license.

## **KNOWLEDGE, SKILLS AND ABILITY**

1. Knowledge of the principles and practices of modern recreation administration, methods, and supervision.
2. Knowledge of organizing sports leagues from beginning to end of each season.
3. Knowledge of record keeping, basic accounting, and budgeting procedures.
4. Extensive knowledge of sports and the basic rules of the games.
5. Knowledge of community organization and resources.
6. Ability to establish and maintain an effective working relationship with the general public, local elected officials, city and county employees.
7. Ability to adapt recreational and training programs to public needs.
8. Ability to prepare and present effective oral and written informational material relating to the activities of the recreation department.
9. Ability to work in all weather conditions.
10. Ability to lift objects weighing up to 50 pounds.
11. Skill in operating office equipment including a computer.
12. Proficient skills in Microsoft Office, Word, Excel, PowerPoint, Google Drive/Calendar, Outlook etc.
13. Proficient skills in operating a smartphone; text/multimedia messaging, emails, social media apps.

## **PLEASE NOTE:**

1. All inquiries and background consent paperwork should be obtained from the Fitzgerald – Ben Hill County Department of Leisure Services.
2. Post offer negative drug test required. Equal Opportunity Employer.
3. Current employees wishing to apply for a transfer are expected to complete an application and will be notified if chosen for an interview.
4. Resume's may be emailed to [fitzdls4@mediacombb.net](mailto:fitzdls4@mediacombb.net) or can be brought by the DLS Office at 816 N. Main St., Fitzgerald, GA. 31750.

