



CITY OF SENECA  
221 East North First Street  
Seneca, South Carolina 29678  
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## City Of Seneca – Position Description

### **Athletic Director**

#### *for Recreation Department*

#### **GENERAL PURPOSE**

Plans and directs a comprehensive, expanding, and flexible program of athletic activities for all age groups and population segments. Supervises all sports activities and related administrative activities. Reports to the Recreation Director. Supervises part-time recreation staff, special interest instructors

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plan, organize, and oversee youth and adult athletic leagues and tournaments.
- Develop seasonal sports schedules, including practices, games, and facility usage.
- Act as the public face of the department for athletic programs.
- Attends state and district association meetings to reduce problems during the season.
- Coordinates recreation staff in the development and implementation of recreation programs.
- Promotes interest and provides information regarding recreation programs to school officials, other recreation officials, community service groups, other departments, and the general public.
- Ensure a variety of inclusive programs that meet community needs and promote participation.
- Evaluate and adjust programs based on participation, feedback, and emerging trends.
- Recruit, train, schedule, and supervise coaches, referees, scorekeepers, and program staff.
- Provide leadership and support to all recreation personnel and volunteers.
- Conduct staff meetings and training sessions to maintain program quality and safety.
- Develop and manage program budgets, including equipment purchases, official payments, and facility needs.
- Maintain positive relationships with parents, participants, local schools, civic groups, and sponsors.
- Resolve conflicts or concerns professionally and promptly.
- Promote programs through public relations, social media, and community engagement.
- Oversee the scheduling use of fields, courts, gyms, and other athletic facilities.
- Coordinate with maintenance staff to ensure fields and facilities are game-ready and in compliance with safety standards.
- Contribute to long-term planning for recreation growth, facility expansion, and program development.

#### **PERIPHERAL DUTIES**

- Researches and identifies possible funding sources and develops proposals for review.
- Maintains historical data regarding department activities, programs and special events.

- Serves as a member of various committees as assigned.
- Is required to fill in for other positions within the department.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- Bachelor's degree in Sports Management, Physical Education, or a related field.
- Teaching Certificate preferred.
- Three (3) years coaching experience.
- Two (2) years with Park and Recreation experience

### **Necessary Knowledge, Skills and Abilities:**

- Considerable knowledge of recreation philosophy, planning and administration.
- Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program;
- Ability to develop and coordinate varied activities involved in a community athletic program.
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public.
- Ability to communicate effectively orally and in writing.
- Ability to plan and supervise the work of paid staff and volunteers.
- Ability to handle scrutiny from parents and the public.
- Strong interpersonal and communication skills.

## **SPECIAL REQUIREMENTS**

- Valid SC Driver's License
- First Aid and CPR certified

## **ESSENTIAL SAFETY FUNCTIONS**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow 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 or 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 20 pounds.

- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.
  - While performing the duties of this job, the employee occasionally works in outside weather conditions.
  - The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.
  - The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.
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*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*