



## League Director

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### Summary Description

Under the direction of the Recreation Supervisor, the League Director performs all duties pertaining to the supervision, safety and operation of assigned facilities and programs, and assists in planning and organizing the City's youth and adult sports programs.

**DUTIES AND RESPONSIBILITIES:** The League Director assists with supervising gym supervisors and scorekeepers; supervises volunteer coaches, managers, participants, and spectators; maintains cleanliness of facilities, enforces league policies and procedures; ensures the smooth operation of sports games both youth and adult; keeps the Recreation Supervisor informed of status of personnel, programs and maintenance conditions affecting programs; maintains positive public relations; assists with inputting game scores, updating rosters and scoresheets, staff scheduling, and general organization of program needs; represents the City of Placerville with professionalism and maturity; and performs related work and duties as required.

**QUALIFICATIONS:** Any combination of education and experience that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills is:

**Education/Experience:** High school diploma, and at least one season experience working in youth and/or adult sports programs with increasing levels of responsibility desirable.

**Skills and Knowledge:** Proficiency with Microsoft Office applications; Teamsideline; working with people of all ages; enforcing City policies and procedures; demonstrating excellent leadership; working with the public; customer service skills; following oral and written instructions; working cooperatively with others; being neat, orderly and honest, interpreting policies and procedures.

### Supplemental Information

**LENGTH OF EMPLOYMENT:** Seasonal - weekdays and weekends.

Established Date: 7/20/2022

Revised Date: 7/20/2022