



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 975.1

Job Title: **YOUTH SPORTS PROGRAM ASSISTANT MANAGER**

Pay Grade: 20

GENERAL SUMMARY:

Assists the Youth Sports Program Manager in overseeing, developing and monitoring a player and coaching system for a youth sports program at all levels (beginner to advanced).

RESPONSIBILITIES:

- Assists in developing a player and coaching system that meets the development of both players and volunteer coaches at all levels (beginner to advanced).
- Conducts workshops for players and volunteer coaches.
- Assists in formulating rules and regulations for all travel, all-star and tournament teams.
- Assists in developing a comprehensive coaching manual for the program.
- Assists in developing a coaching philosophy and playing style.
- Sets goals for sport instructors.
- Assists in developing coaching materials, complete with graphics, which use themes that are compatible with ethnic diversity and an urban lifestyle.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Sports and Fitness Management, Physical Education or a sports/recreation related field.

EXPERIENCE:

Three years of experience in sports coaching at the high school, junior college, university, semi-professional or professional level are required; or three years of experience playing the relevant sport at the university, semi-professional or professional level; or three years of experience in managing or developing a large youth sports program.

Four years of compensated experience in sports coaching at the high school, junior college, university, semi-professional or professional level; or four years of compensated experience playing the relevant sport at the semi-professional or professional level; or four years of compensated experience in managing or developing a large youth sports program may be substituted for the degree requirement at the request of the Parks and Recreation Department and upon the approval of the Human Resources Department.

Experience as a volunteer coach in the relevant sport may be substituted for the experience requirement on a two-for-one year basis at the request of the Parks and Recreation Department and upon the approval of the Human Resources Department.

The above experience requirements assume full-time experience. Part-time experience will be prorated accordingly.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as an Assistant Manager or the equivalent over the first-line supervisors (and non-supervisors, if applicable). This position strongly request personnel actions, such as hiring, terminations, pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as an Assistant Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with lower-level service representatives and vendors and occasionally with citizens, visitors and/or mid-level government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There is only a slight source of discomfort from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with situations where occasional exposure to office chemicals and/or periodic use of a video display terminal are required.

PHYSICAL SKILL:

Requires the ability to make complex coordinated and sequenced motor movements in response to rapidly changing external stimuli.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above description.

JOB FAMILY:

Youth Sports Assistant Program Manager
Youth Sports Program Manager
Youth Sports Program Director (Executive Level)

Effective Date: March 1997

Revised Date: September 2001