



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 975.2

Job Title: **YOUTH SPORTS PROGRAM MANAGER**

Pay Grade: 25

### **GENERAL SUMMARY:**

Oversees, develops and monitors a player and coaching system for a youth sports program at all levels (beginner to advanced).

### **RESPONSIBILITIES:**

- Develops 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.
- Formulates rules and regulations for all travel, all-star and tournament teams.
- Develops a comprehensive coaching manual for the program.
- Develops a coaching philosophy and playing style.
- Sets goals for the assistant sports program manager and instructors.
- Develops coaching materials, complete with graphics, using 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:**

Five years of experience in sports coaching at the high school, junior college, university, semi-professional or professional level are required; or five years of experience playing the relevant sport at the university, semi-professional or professional level; or five years of experience 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 on a year-for-year basis 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 is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

### **IMPACT OF ACTIONS:**

Errors in work cause some expense and inconvenience. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation into setting work objectives.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

#### **Indirect Supervision:**

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

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

### **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*