



## JOB TITLE

**Facilities/Athletic Programs  
Manager**

## DEPARTMENT

Baldwin County Parks and  
Recreation Department

## JOB SUMMARY

This position is responsible for planning, organizing, and supervising program activities and for managing athletic facilities.

## MAJOR DUTIES

- Serves as the liaison with a variety of advisory boards, commissions, community groups, law enforcement agencies, schools, and councils.
- Monitors the day-to-day operations of programs and events, including making site visits, handling and resolving complaints, and ensuring that programs and events have required materials and supplies.
- Works closely with operational and maintenance staff to coordinate field usage, maintenance, and repairs.
- Receives and responds to inquiries regarding athletic programs.
- Coordinates, schedules, and oversees the implementation of community, youth, and adult athletic leagues and programs; facility scheduling and usage; user agreements; facility reservations; and related activities.
- Performs general administrative functions and office duties, including attending meetings, assisting customers, answering phones, preparing reports and correspondence, copying and filing documents, and accepting payments and reservations.
- Inspects athletic facilities to ensure employee and customer compliance with policies, procedures, and safety regulations.
- Evaluates effectiveness of programs and activities; makes recommendations for changes.
- Supervises the work of assigned staff; interviews and hires personnel; conducts employee evaluations.
- Directs coaching, officiating, and scorekeeping seminars.
- Creates program flyers, brochures, catalogs, and newsletters.
- Develops cooperative relationships with area schools, non-profit organizations, business leaders, community organizations, leagues, coaches, parents, and children.
- Performs related duties.

## KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the activities of a variety of events (e.g., cheerleading, preschool program, preschool Olympics, Summer Day Camps, etc.).
- Knowledge of rules and programming guidelines for various sports.
- Knowledge of methods, policies, and procedures of athletic and recreation services.
- Skill in planning and coordinating large groups of people in order to ensure the availability of facilities, supplies, and volunteers for special events.
- Skill in supervision.
- Skill in the use of a computer, copier, and other office equipment.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.

## **GUIDELINES**

Guidelines include county and departmental policies and procedures, relevant Red Cross guidelines, and sports association rules and guidelines. These guidelines require judgment, selection, and interpretation in application.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

The position has direct supervision over part-time and seasonal staff and volunteers.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied administrative and program development duties. The need to work with the public contributes to the complexity of the work.
- The purpose of this position is to coordinate programs and facilities for use by the public. Successful performance in this position enhances the quality of community life and the image of the department and county.

## **CONTACTS**

- Contacts are typically with co-workers, contractors, property owners, business owners, and the general public.
- Contacts are typically to give or exchange information and provide services.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting, standing, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office and outdoors, where the employee may be exposed to noise, dust, dirt, and inclement weather.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

## **AN EQUAL OPPORTUNITY EMPLOYER**

The Baldwin County is committed to having a workforce that reflects diversity at all levels and is an equal opportunity employer. Therefore, qualified applicants are considered for employment, and employees are treated during employment without regard to race, color, religion, national origin, citizenship, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, veteran status, political affiliation or any other characteristic protected under applicable law.

**How to Apply:**

Qualified persons may apply at  
BALDWIN COUNTY BOARD OF COMMISSIONERS OFFICE  
1601 North Columbia St, Suite 230  
Milledgeville, GA 31061

Applications may be downloaded from our website, <https://www.baldwincountyga.com/jobs>

and e-mailed to [jobs@baldwincountyga.com](mailto:jobs@baldwincountyga.com) or [tdixon@baldwincountyga.com](mailto:tdixon@baldwincountyga.com).

BALDWIN COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION,  
AGE, GENDER IDENTITY, OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

APPLICATIONS WILL BE ACCEPTED UNTIL JOB FILLED  
BALDWIN COUNTY, GA. EQUAL OPPORTUNITY EMPLOYER