



Los Angeles Police Revolver and Athletic Club

Athletics Coordinator

General Description of Duties and Essential Functions

The Athletic Coordinator will manage the Athletics Department's Administrative function and help coordinate LAPRAAC's Intra Departmental athletic programs.

Classification

Non-Exempt position.

Supervisor and Supervisory Responsibility

This position is supervised by the General Manager.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Serve as a primary contact on behalf of LAPRAAC Athletics with LAPRAAC members, internal constituents, and outside vendors.
- Monitor athletic related activity in the way of serving as an on-site coordinator.
- Scheduling/coordinating sports leagues, tournaments and events.
- Create schedules for Intra-Departmental leagues and tournaments.
- Compile sports results information.
- Produce presentations and reports for department use.
- Read, route incoming mail and compose correspondence for the department.
- Answer and screen telephone calls and arrange conference calls when necessary.
- Greet and help visitors with questions and concerns.
- Coordinate and arrange meetings, prepare agendas, reserve and prepare facilities, and record and transcribe minutes of meetings.
- Ensures that LAPRAAC policies are followed during athletic competition.

- Coordinate with janitorial staff to ensure proper level of cleanliness in the athletic facilities.
- Make recommendations on possible revision needed to policies and procedures.
- Secure venues for all athletic events
- Participate in planning for Baker to Vegas race, award ceremony, and administrative duties relating to the event.
- Make recommendations for athletic activity locations and help coordinate the annual events.
- Provide data for the preparation of an annual athletic budget including estimates on all expenses, reviews, and check requests.
- Aid the department in all aspects of organizing and executing activities.
- Other duties as assigned by the General Manager and Operations Manager.

Required Knowledge, Skills and Abilities

- Advanced knowledge of administrative procedures in an office setting.
- Intermediate to Expert knowledge of Microsoft Office products.
- Ability to compile information, communicate effectively and compose professional internal/external correspondence.
- Demonstrated knowledge of business practices relating to planning and executing athletic events.
- Executing events in accordance to LAPRAAC parameters.
- Exceptional skills and standards relating to customer service.
- Ability to develop and maintain solid business relationships with vendors, customers, colleagues, and LAPD athletes
- Must maintain a valid Driver's License

Education – Experience - Requirements

- EDUCATION: Undergraduate degree preferred.
- EXPERIENCE: Minimum of 2 yrs. of experience in sports administration or a degree in related field.
- BACKGROUND: Successful completion of pre-employment drug screening, physical, and background checks is mandatory.
- GROOMING AND APPEARANCE: LAPRAAC seeks to maintain a neat and professional image at all times.

Employee Name (Print)

HR Representative (Print)

Employee (Signature)

HR Representative (Signature)

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

This job description defines the essential or fundamental job duties of the employment position. It is assumed that employees hired for this position can perform the essential functions of this job without imposing risk of substantial harm to the health or safety of themselves or others. It also may include marginal functions, generally defined within Title I of the Americans with Disabilities Act.

LAPRAAC is an Equal Opportunity Employer.