



Position: Athletic League Coordinator

Title	Athletic League Coordinator	Status	Seasonal Part-Time
Performance Review	3 months, 6 months, then yearly	Classification	Hourly
Reports to	Athletic Director	Salary Range	\$20.00 per hour

Mission of the Police Athletic League of Buffalo, Inc.: Is to improve the immediate and future quality of life for the youth of our city and surrounding communities through educational, recreational, cultural, environmental, and prevention programming in partnership with law enforcement.

JOB SUMMARY: Athletic League Coordinator provides administrative direction and oversight for all sports leagues, working in collaboration with the Athletic Director. The Athletic League Coordinator will work with Director of Athletics will oversee and manage all the league operations at each city facility under the COVID-19 safety policy and procedure guidelines in alignment with the Erie County Department of Health. The Athletic League Coordinator is responsible for ensuring compliance with athletics rules and regulations. Frequent nights and weekend work and in-season travel required.

HOURS: Part- Time

QUALIFICATIONS:

- Baccalaureate degree, minimum of two-three years of administrative experience in a sports setting. Additional supervisory experience of staff and facility management a plus.

PRIMARY RESPONSIBILITIES:

The responsibilities of the Athletic League Coordinator, but not necessarily be limited to, the following:

- To provide management and oversight of the Buffalo PAL Sports Leagues under direct supervision of the Athletic Director
- To provide management and oversight an Implementation of the COVID-19 safety plan and the Buffalo PAL policy and procedures as it pertains to the operation of the sports leagues.
- To provide administrative direction and oversight for the implementation of all league sports
- Report any issues or maintenance concerns of the league activities to the Athletic Director
- To oversee, supervise assigned Buffalo PAL league staff during and before all scheduled games.
- Assist in communicating to coaches of any missing documentation prior to the first game
- To Provide Administrative duties; such
 - Ensure staff timesheets are complete & Ensure staff are schedule work scheduled games
 - Ensure the site has adequate materials and supplies needed for each game
 - Work with Athletic director to prepare for the games in advance (equipment list, communication with coaches, scheduling staff)
- Work with staff to Collect attendance records at each game and submit it to the Athletic Director
- To perform other duties as may be assigned by the Athletic Director of PAL.

PHYSICAL REQUIREMENTS: The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, stand, walk, use hands to manipulate, handle, or feel; reach with hands and arms; climb or

balance. The employee must talk or hear. The employee will be required to lift and/or move up to 25 pounds. Specific vision abilities required by the job are close vision, distance vision, color vision, peripheral vision, depth vision, and the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to communicable diseases at times. Occasionally employee is exposed to inclement weather conditions. Our facilities have sections that are not air-conditioned and in the summer employee may be required to work in these areas.

The Police Athletic League of Buffalo Inc. reserves the right to amend this job description based upon its needs and may require the employee to carry out functions beyond those mentioned above. Neither this job description nor any other communication changes the at-will nature of employment. The Police Athletic League of Buffalo Inc. is an Equal Employment Opportunity Employer providing equal employment opportunities without regard to race, color, sex, age, religion, or national origin. This policy also includes the handicapped and all disabled Vietnam-era veterans.

Employee Signature

Date