

# Athletic Coordinator

## **Department**

Parks & Recreation

## **Summarized Description**

The employee in this position is under the direct supervision of the Parks & Recreation Assistant Director. The person holding this position will be responsible for planning, implementing, and evaluating programs and athletic events run by the East Ridge Parks and Recreation Department and maintains responsibility for athletic programs operated by the East Ridge Parks and Recreation Department.

## **Qualifications**

- 18 Years Old
- Possess a Valid Driver's License
- High School Diploma or equivalent
- Bachelor's degree in Recreation Administration or closely related field preferred

## **Requirements**

- Must be on site for all Rec sports practices and games (including nights & weekends)
- 40 hours per week
- Minimum of 2 years related work experience or equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities;
- Must be able to communicate and work well with others in a team environment.

The City of East Ridge is an Equal Opportunity Employer and TN Drug Free Workplace

Applications will be accepted until the position is filled and may be submitted electronically to Michelle Sinigaglio, Human Resources Director.

Email: [msinigaglio@eastridgetn.gov](mailto:msinigaglio@eastridgetn.gov)

Applications may also be mailed to City Hall.

City of East Ridge  
ATTN: Human Resources  
1517 Tombras Avenue  
East Ridge, TN 37412