

**Caroline County Government
Position Description**



Sports & Athletic Programmer

Updated:
July 2026

Job Summary:

Responsible for planning, organizing, promoting and supervising community recreation programs and for implementing own work and that of subordinates. Plays a key role in enhancing the quality of life in our community by planning, developing, coordinating, and evaluating a wide range of community recreation sports and athletic programs. Work includes program administration, marketing and outreach, budget management, and support of department operations. Developing and maintaining programs such as community center activities and community recreation programs.

Organization:

Department: Parks & Recreation

Reports to: Director of Parks & Recreation

Supervises: Program Supervisors, Recreation Instructors and Volunteers

FLSA:

Non-Exempt

Essential Employee:

No

Essential Functions:

- ◆ Provides training and supervision to part-time staff
- ◆ Supervises recreation facility use operations
- ◆ Plans, organizes and conducts youth and adults' athletic leagues, tournaments, and other special events including arranging for appropriate publicity
- ◆ Makes presentations about County recreation programs to schools and community organizations
- ◆ Conducts inspections of programs and activities in progress
- ◆ Organize youth sports camp and clinics
- ◆ Maintains records and attends staff meetings as required
- ◆ Conducts evaluations related to part-time staff and programs
- ◆
- ◆ Must possess the ability to recognize and resolve conflicts amongst citizens and personnel.
- ◆ Assists in the recruitment and training of part-time, seasonal staff and volunteers.
- ◆ Supervises and schedules activities within the community center gymnasium, county parks as well as the other facilities used for coordinating programs.
- ◆ Coordinates the publicity and marketing of all department programs and activities including but not exclusive of the quarterly brochure, press releases, public services announcements, advertisements, flyers and presentations to community groups and organizations.
- ◆ Maintains program expenditures and revenue records and controls in the positions area of responsibility.
- ◆ Prepares budget proposals for athletic recreation program.
- ◆ Prepares periodic reports regarding revenues, expenditures, participation and impact of department programs.
- ◆ Serves as an instructor or supervisor for programs, when necessary, fills in for subordinates and other staff in their absence.
- ◆ Coordinate with other departments and public schools when necessary to schedule activities.
- ◆ Establish program user's guidelines for formal orientations.
- ◆ Maintain and organize supply inventory.

- ◆ Prepare activity's surveys at the conclusion of programs.
- ◆ Attend and participate in intradepartmental meeting.
- ◆ Performs other related work as required.
- ◆ Familiar with the use of social media and able to quickly understand and operate the use of Civic Rec Software.
- ◆ Other duties as assigned or required.

Working Conditions:

A. Hazards

- None Known

B. Environment

- Office
- Field – Hours may involve days, night and weekends.
- On call 24 hours a day throughout the entire year

C. Physical Effort

- Minimal – May occasionally lift up to 20lbs

Knowledge, Skills and Abilities:

Requires knowledge and understanding of the principles, concepts and methodologies of recreational planning and programming; requires good knowledge of programs and practices in specific recreation program area; good knowledge of individual and group behavior; ability to plan and supervise the work of others; organized, creative, and passionate about sports and athletic programming, with strong leadership and communication skills; ability to speak and write effectively and present recreation programs to the public; ability to maintain effective working relationships with other employees and the general public; good judgment, tact and courtesy; good physical condition.

Education, Experience and Training:

- ◆ Bachelor's degree from a college or university in recreation or related field with some experience in recreation programming; any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Special Conditions:

- ◆ Criminal Records Check
- ◆ Valid Commonwealth of Virginia Driver's License/Commercial Driver's License
- ◆ Twelve-month probationary period
- ◆ Work beyond normal work schedule

Print Employee Name:	
Employee Signature:	Date: