



Jeff Davis County Board of Commissioners

14 Jeff Davis St, STE 101 | P.O. Box 609 | Hazlehurst, GA 31539 | (912) 375-6611

JOB DESCRIPTION

Title: Sports Program Coordinator

Status: Full Time

Application Deadline: Until Filled

Summary: Under the general direction and supervision of the Director of Recreation, the Sports Program Coordinator is responsible for planning, organizing, and overseeing recreational sports programs, leagues, and events. This role involves a mix of administrative, operational, and leadership tasks, ensuring programs are safe, engaging, and meet the community's needs. This position reports directly to the Recreation Department Director.

Supervisory Duties: Supervision of Game Officials, Referees, and Scorekeepers, and Volunteers.

Duties and Responsibilities:

1. Plan, schedule, and coordinate all league games, practices, and tournaments across multiple sports programs
2. Recruit, schedule, and supervise game officials, referees, scorekeepers, and volunteers
3. Serve as the Tournament Director for in-house and external competitions
4. Assist with daily and seasonal maintenance of athletic fields, facilities, and equipment
5. Monitor games and events to ensure rules compliance, safety, and quality of play
6. Develop and implement program policies and procedures
7. Coordinate facility scheduling and ensure equipment availability
8. Monitor and evaluate program participation and success
9. Prepare reports and maintain records
10. Any other duties assigned by Recreation Department Director



Required Qualifications:

- Must be twenty-one (21) years of age or older
- High School Diploma or equivalent
- Pass a drug screen
- Pass a background check
- Valid driver's license
- Physically fit to be able to lift above 100 pounds, kneel, bend, push, and pull
- Ability to work flexible hours, including evenings and weekends

Knowledge, Skills, and Abilities:

- Passion for Sports and Recreation
- Excellent communication and listening skills
- Problem solving skills and adaptability
- Strong organizational and time management skills
- Knowledge of sports rules, regulations, and safety procedures
- Ability to work independently and as a team
- Experience in program coordination is preferred
- Have compassion, integrity, and good moral character