

**APPENDIX G****Job Descriptions for  
Sportsplex Fundraiser/Director & Staff****Trigg County Sportsplex Director/Fundraiser  
PRIOR to Facility being Constructed.****Job Description****I. Sportsplex Director****a. Primary Purpose of the Sportsplex:**

The Trigg County Sportsplex coordinates many sports, fitness, recreation and other wellness related activities for the surrounding community as well as a host location for various events and tournaments. The Trigg County Sportsplex (TCS) includes indoor archery ranges/2 basketball/volleyball courts/, 1 indoor soccer field, Men's and Women's locker rooms, fitness floor, and hitting facility for baseball and softball. In addition to the facilities, TCS offers a variety of programs such as sports leagues for all ages, informal recreation, instruction sessions, group exercise, personal training, special events, and wellness.

**b. Primary purpose of this position:**

The Director of the Trigg County Sportsplex is in charge of the building, planning, and fundraising of the future sportsplex being built in Trigg County. A large portion of this job will be securing funds and contracts to fund the building and the first year of self-generated revenues. The director will be in charge of securing the final 2 million dollars from fundraising and donors. The Director has oversight over all of the building plans as well as the contractors assigned to the project. The secondary goal of the Director is to get the facility built and to book special events and tournaments for the time following the facilities grand opening to ensure that the facility is self-sustaining from year to year.

**c. General Responsibilities:**

- i. Create and serve as the Executive Director of the Trigg County Parks and Recreation Advisory Board
- ii. Hire and supervise multiple full and part-time positions to help raise money and run the sportsplex once built
- iii. Develop and manage a fund generating plan that will ensure that the sportsplex will be able to fund itself and its staff
- iv. Secure events and tournaments to utilize the sportsplex

- v. Manage and assist in the planning of large-scale community wide recreational events and leagues
- vi. Oversee the construction phase of the sportsplex
- vii. Develop a comprehensive risk management plan and standardized safety practices for the sportsplex and ensure that all staff work within the required risk management procedures.
- viii. Organize sportsplex marketing efforts by coordinating with staff, groups and programs
- ix. Develop a budget for construction and first year of opening
- x. Research current trends in recreation to ensure that the sportsplex stays relevant
- xi. Perform other job-related duties as needed

**d. Description of Responsibilities and duties**

**i. Work duties**

**1. Fund Generation: Estimated 35% of Responsibilities**

The Director of the Trigg County Sportsplex (TCS) is responsible for raising the remaining 2 million dollars to fund the Sportsplex construction. The Sportsplex will need to be self-sustaining. Therefore, the Director will need to schedule tournaments and events to fulfill this need.

**2. Construction Supervision and Planning: 25% of Responsibilities**

The Director of the TCS will be in charge of meeting with the contractors to ensure that the facility will be completed on time and on budget. The director will ensure that the facility meets the standards set forth in the plans and the recreation community so that the facility meets the needs that it is intended to.

**3. Budget Creation and Implementation: 20% of Responsibilities**

The Director of the TCS will be in charge of creating both the construction budget and the operating budget once the facility is open. Once the budgets are created the Director must make sure that the budgets are followed and any necessary changes are thoroughly discuss and documented.

**4. Personnel Supervision: Estimated 10% of responsibilities**

The Director of the TCS will be directly responsible for the position creation as needed to ensure the facility operates

efficiently. This position will be in charge of the hiring, firing, and supervising all staff needed for the TCS.

**5. Collaboration: Estimated 5% of Responsibilities**

This position will be charge with working with a variety of different county partners to ensure that the tourism needs of the community are met.

**6. Marketing: Estimate 5% of Responsibilities**

This position is responsible for marketing the programs and events hosted by the TCS. The Director will also be in charge of the TCS Website.

**e. Qualifications:**

- i. The successful candidate will possess a master's degree in a related field and have progressive professional experience within a recreation or wellness organization, including experience with multiple facilities and programs, staff supervision, and budget management; a proven ability in leading organizational transformation, with capacity to effect change in the institutional culture and operations; demonstrated knowledge of the importance of health, wellness, recreation, and fitness to a community; strong communication, organizational, fiscal, and relationship building skills with the ability to work collaboratively with key community and state partners. Must have current American Red Cross Lay Responder Instructor Certification, Lifeguard Certification, and Lifeguard Instructor Certification (or ability to obtain within 6 months of hire date).

**f. Salary and Benefits:**

- i. \$35,000 annually  
Additional Salary Information: Salary can be enhanced by commission quotas. This Position hinges on the securement of \$2 million to fund the project. Upon the securement of the funds a \$10,000 bonus will be attributed to the annual salary of the Director of the TCS. Furthermore, after target generated revenues for the TCS to be self-sustaining are brought in the Director will receive 2% of the generated totals from events and fundraising that this position is directly responsible for obtaining. Full state employee benefits that include excellent health, life insurance, and retirement plans; and 22 days of annual leave, 14 holidays, personal and sick days. The position is contingent on funds being available at the time of hire.

**Once the Sportsplex is built,  
the following staff will be needed to run the facility.**

**Director of Trigg County Sportsplex  
Job Description:**

The Director is responsible for directly overseeing and leading all business activities of the 4,100 square foot Trigg County Sportsplex. The Director works with staff to implement systems and procedures to capitalize on memberships, trains and educates, and audits staff on sales techniques, as well as customer service practices and standards. This position requires an active and participative management approach and an overall working knowledge of all aspects of Fitness/Athletic/Aquatic Center operations. The Sportsplex Director is responsible for supervising a full-time Assistant Sportsplex Director as well as the Sportsplex Event Coordinator and all facility staff. The Director focuses the on-going implementation of the budget and reviews monthly financial reports to ensure that the Sportsplex is operating within budget. Maintains an accurate inventory of all fitness equipment and schedules preventative maintenance. Researches current trends and makes recommendations for the ongoing improvement of the facility as well as the programs and services that is provided. The Director performs the job in compliance with Park District policies, procedures, and safety rules. This position supports and exhibits the organizational values of respect, communication, integrity, innovation, recognition, and appreciation, inclusiveness, continuous learning, fun, empowerment and people. The Director is under the supervision of the Superintendent of Recreation Services but is granted the opportunities for independent supervision in related areas of responsibility.

**Qualifications:**

The successful candidate will possess a master's degree in a related field and have progressive professional experience within a recreation or wellness organization, including experience with multiple facilities and programs, staff supervision, and budget management; a proven ability in leading organizational transformation, with capacity to effect change in the institutional culture and operations; demonstrated knowledge of the importance of health, wellness, recreation, and fitness to a community; strong communication, organizational, fiscal, and relationship building skills with the ability to work collaboratively with key community and state partners. Must have current American Red Cross Lay Responder Instructor Certification, Lifeguard Certification, and Lifeguard Instructor Certification (or ability to obtain within 6 months of hire date).

**Salary and Benefits:**

\$40,000 base salary once facility opens which could be enhanced with commission quotas. *(See previous page for more on quotas)*

Additional Salary Information: Competitive salary and full state employee benefits that include excellent health, life insurance, and retirement plans; and 22 days of annual leave, 14 holidays, personal and sick days. The position is contingent on funds being available at the time of hire.

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**Assistant Sportsplex Director****Job Description:**

The Assistant Sportsplex Director is responsible for assisting in overseeing all business activities of the 4,100 square foot Trigg County Sportsplex. The Assistant Sportsplex Director works the Director to implement systems and procedures to capitalize on memberships, trains and educates, and audits staff on sales techniques, as well as customer service practices and standards. This position requires an overall working knowledge of all aspects of Fitness/Athletic/Aquatic Center operations. The Assistant Director is responsible for supervising and staffing the Sportsplex as well as supervising a full-time Sportsplex Event Coordinator. The Assistant Director focuses the daily operations of the Sportsplex. The Assistant Director will manage both informal and scheduled activity supervision of the Sportsplex, to include policy and procedure development. The Assistant Director will develop and manage a comprehensive risk management plan and standardized safety practices for the sportsplex and ensure that all staff work within the required risk management procedures. The Assistant Director will manage and assist in the planning of large-scale departmental and collaborative special events. This position will assist in the planning and implementation of; the Sportsplex budget, strategic initiatives, marketing, product development, and future for the Trigg County Sportsplex. The Assistant Director performs the job in compliance with Park District policies, procedures, and safety rules. This position supports and exhibits the organizational values of respect, communication, integrity, innovation, recognition, and appreciation, inclusiveness, continuous learning, fun, empowerment and people. The Assistant Director is under the direct supervision of the Sportsplex Director but is granted the opportunities for independent supervision in related areas of responsibility.

**Qualifications:**

The successful candidate will possess a master's degree in a related field and have experience within a recreation or wellness organization, including experience with multiple facilities and programs, staff supervision, and budget management. Must demonstrate knowledge of the importance of health, wellness, recreation, and fitness to a community; strong communication, organizational, fiscal, and relationship building skills with the ability to work collaboratively with key community and state partners. Must have current American Red Cross Lay Responder Instructor Certification, Lifeguard Certification, and Lifeguard Instructor Certification (or ability to obtain within 6 months of hire date).

**Salary and Benefits:**

\$32,000

Additional Salary Information: Salary can be enhanced by commission quotas. After target generated revenues are brought in the Assistant Director will receive 2% of the generated totals from event that this position is directly responsible for obtaining. Full state employee benefits that include excellent health, life insurance, and retirement plans; and 22 days of annual leave, 14 holidays, personal and sick days. The position is contingent on funds being available at the time of hire.

**Sportsplex Event Coordinator****Job Description:**

The Sportsplex Event Coordinator is responsible for planning, scheduling, marketing, promoting, all events and tournaments held in the Trigg County Sportsplex. This position will be the direct liason between tournament directors and the Sportsplex. The Coordinator must have a working knowledge of all aspects of the sportsplex and the surrounding community. This position will be charge with recruiting tournaments and events to take place in the Trigg County Sportsplex. This position will be in charge of the hiring and training of the Sportsplex event staff. This could include but not limited to concessionaires, officials, scorekeepers, volunteers, outside tournament staff, security, and medical services. The Coordinator performs the job in compliance with Park District policies, procedures, and safety rules. This position supports and exhibits the organizational values of respect, communication, integrity, innovation, recognition, and appreciation, inclusiveness, continuous learning, fun, empowerment and people. The Coordinator is under the direct supervision of the Sportsplex Assistant Director but is granted the opportunities for independent supervision in related areas of responsibility.

**Qualifications:**

The successful candidate will possess a minimum of a high school degree but preferred college degree in a related field and have experience within a recreation or wellness organization, including experience with multiple facilities and programs, staff supervision, and budget management. Must demonstrated knowledge of the importance of health, wellness, recreation, and fitness to a community; strong communication, organizational, fiscal, and relationship building skills with the ability to work collaboratively with key community and state partners. Must have current American Red Cross CPR and First Aid Certification or the ability to obtain certification upon employment.

**Salary and Benefits:**

\$28,000

Additional Salary Information: Salary can be enhanced by commission quotas. After target generated revenues are brought in the coordinator will receive 2% of the generated totals from event that this position is directly responsible for obtaining. Full state employee benefits that include excellent health, life insurance, and retirement plans; and 22 days of annual leave, 14 holidays, personal and sick days. The position is contingent on funds being available at the time of hire.