



Job Title: Athletics Supervisor
Category: Variable Hour Part-Time
Shift: Evenings, Weekends, Holidays
FLSA Status: Non-Exempt
Pay Range: \$12.90/hourly

Created or Revised Date: 02/4/2019

SUMMARY:

Duties include enforcing gym/league rules and working with spectators, coaches, players, officials, attendants and other staff members to ensure a safe environment for sports participants. Programs staff have the primary responsibility of ensuring the safety of program participants.

ESSENTIAL FUNCTIONS OF THE JOB:

Persons hired in this position must be able to perform all the essential tasks required by the position. The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. Carbon Valley Parks and Recreation District retains the right to modify or change the duties or essential tasks and additional functions of the job at any time. Examples of duties are not intended to be all-inclusive or restrictive.

General Duties:

- Assist with set up and tear down of athletic events such as runs, tournaments and other athletic functions
- Ensures all scheduled officials, scorekeepers, custodians, recreation attendants, etc. are present to perform assigned duties.
- Responsible for set-up and takedown of necessary equipment needed for programs or functions.
- Checks rooms to ensure that set-up is complete and accurate.
- Ensure that groups receive all services arranged for in their contract.
- Ensures that all league rules are followed.

Budget/Resource Management:

- Assures that responsibilities are performed within budget and performs cost control activities such as monitoring expenditures to assure sound fiscal control

Supervision/Development of Subordinates:

- Provides direction, oversight and leadership to assigned staff
- Provides guidance around and assures conformance to policies and procedures
- Works to resolve grievances



- Performs or assists subordinates in performing duties
- Supervises opening and closing of Recreation/Senior Centers and other program facilities as scheduled.
- Supervises lower-level employees, volunteers, and participants on a given shift.
- Directs, guides and motivates employees as needed.

Public Relations/Communication:

- Attends necessary staff meetings, trainings, and in-service programs
- Communicates openly and effectively with supervisors, co-workers, staff, participants, parent, volunteers, and other community members
- Provide excellent customer service in a timely manner
- Models appropriate behaviors and handles complaints and disciplinary problems involving patrons or staff in a professional manner and adhering to district policies and procedures
- Reports any changes, conflicts or unsafe circumstances to supervisor immediately
- Has thorough knowledge of and communicates effectively with customers regarding district programs, policies, and services.
- Promote interest and provide information regarding recreation programs to the public. Enforces all rules and regulations of programs and facilities; ensures that the facility is safe for use.
- Ensures adherence to posted policies and rules regarding safe facility and equipment usage.
- Greets the public and is a visible contact for the public and the event's contact person.

Miscellaneous Duties:

- This position will primarily work weekday evenings between 4 p.m. and midnight; and Saturdays and Sundays between the hours of 7:30 a.m. and midnight.
- Identify and/or recommend maintenance, improvement, or repair of facility equipment, property, and operational procedures to ensure safety, efficiency, and fiscal responsibility
- Inspects the facility initially, and every half-hour after the public has arrived.
- Take proper safety precautions, anticipate unsafe circumstances, and act accordingly to help prevent accidents
- Perform additional assigned duties as required
- Assists in the daily/weekly cleaning, maintenance, and safety inspections.
- Secure all facilities
- Turn on and off ball field lights.
- Ensures that all belongings and personal items have been taken, trash has been collected and deposited in the dumpster, bases and equipment have been put away, and the facility is in the condition in which it was found.

QUALIFICATIONS:

Required Qualifications:

- Must be at least 18 years of age
- Graduation from high school or GED
- First Aid, CPR and AED certification within 60 days of hire
- Valid driver's license and safe driving record

Preferred Qualifications:

- Experience supervising athletic events in a recreational or educational setting
- Experience officiating sporting events
- Experience playing and/or coaching sports
- Any equivalent combination of education, training, and experience, which would provide the required knowledge and skills, may be considered

WORKING CONDITIONS:

Physical Requirements:

This position requires a moderate degree of physical stamina and strength, including the ability to:

- Frequently sit, stand and walk through a multi-level facility
- Occasionally squat, bend, kneel, twist, climb, balance and reach over head
- Occasionally lift, carry, push or pull items weighing up to fifty (50) pounds
- Frequently use hands and fingers for fine manipulation; occasionally use light and firm grasp
- Frequently see objects up close to perform office tasks and far away to observe activity for safety hazards or problems
- Constantly use hearing to interact with guests and staff and recognize trouble outside of view
- Occasionally use sufficient physical strength, stamina and agility to perform emergency work in various capacities
- The noise level in the environment is moderate to loud
- May require indoor and outdoor activities and exposure to the elements
- Due to the nature of recreation activities, the full range of physical movements may be required and may include (but are not limited to) walking, running, jumping, lifting, climbing, and swimming
- Occasional travel by automobile is required to attend professional meetings and workshops or to reach a recreation activity site located away from the Recreation Center.
- While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk or hear, use hands to finger, handle, or feel objects, tools, or controls, stoop, kneel, crouch, or crawl, and reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision and peripheral vision.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualification's associated with the job. The employee may perform other duties as assigned.



Applicants must, as a condition of employment, pass the following pre-offer and post-offer/hire processes: interview, reference checks, background checks that may include, local police check and, driving check through DMV.