



Job Title: **Athletics Supervisor**
Category: Variable Hour Part-Time
Shift: Evenings, Weekends, Holidays
FLSA Status: Non-Exempt
Hiring Wage: \$12.90 Hourly
Created or Revised Date: 01/12/2021

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:

- Assist with set up and tear down of athletic events such as runs, tournaments and other athletic functions.
- Ensures all scheduled officials, scorekeepers, recreation attendants, etc. are present to perform assigned duties.
- Responsible for set-up and take down 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.

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.
- Models appropriate behaviors and handles complaints and disciplinary problems involving patrons or staff in a professional manner while adhering to District policies and procedures.
- Reports any changes, conflicts, or unsafe circumstances to supervisor immediately.
- Has thorough knowledge of and communicates effectively District programs, policies, and services with customers.

- Promotes and provides information regarding recreation programs to the public.
- Enforces all rules and regulations of programs and facilities and 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 needed.
- Assists in daily/weekly cleaning, maintenance, and safety inspections.
- 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, or in better condition.

Required Qualifications:

- Must be at least 18 years of age
- Graduation from high school or GED
- First Aid, CPR and AED certification within 90 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

Core Competencies:

To perform the job successfully, an individual should demonstrate the following Districtwide competencies: Problem solving, customer service, oral communication, managing people, initiative, professionalism, punctuality, safety, teamwork, planning/organizing, and interpersonal skills.

PHYSICAL DEMANDS, JOB LOCATION AND EQUIPMENT UTILIZED:

- This position requires a high level of physical ability including standing for long periods, bending, reaching, lifting, jumping, walking, stretching, etc. Duties are performed both indoors and outdoors. This position will work closely with customers of varying abilities and must be comfortable acknowledging those different abilities and aptitudes.
- Ability to lift, carry and exert up to 50 lbs.

Reasonable Accommodation:

Carbon Valley Parks & Recreation District will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to the District.

Job Description Function and Intent:

The job functions and duties on the job description are not all-inclusive and additional functions and requirements may be assigned as necessary. Job descriptions are not intended as and do not create employment contracts. The company maintains its at-will employer status.

Note: 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.