

## **RECREATION ATHLETIC SUPERVISOR**

**GENERAL STATEMENT OF DUTIES:** Plans, promotes, and directs youth and adult athletic programs, Town special events, and classes. Supervises C.B. Huss Recreation Complex. Frequent weekend and night work required. Supervises seasonal and part-time personnel. Work is performed under the Parks and Recreation Director.

**DISTINGUISHING FEATURES OF THE CLASS:** The employee in this class is responsible for the general administration, development, organizing, and coordinating athletic and special event programs for all ages and interest levels within the Town.

### **ESSENTIAL JOB FUNCTIONS:**

- Plans, directs and promotes competitive and non-competitive athletic programs for various age groups.
- Plans, organizes, and promotes special events.
- Publicizes upcoming events and programs through all forms of media, including the Town's website, newspapers, television, radio, newsletter, print, and social media.
- Participates in active public relations programs, attends community group meetings and social functions.
- Establishes policies with respect to scheduling, registration of participants, payment of game officials, safety and insurance requirements.
- Inventories all player equipment and insures proper maintenance and storage.
- Prepares league schedules.
- Trains umpires and referees using local rules.
- Evaluates programs.
- Recommends purchases for athletic and special event programs.
- Checks eligibility of participants and settles disputes.
- Prepares athletic fields and insures the facilities are adequately arranged.
- Schedules games and issues equipment.
- Opens and closes facilities.
- Plans, promotes, and directs Town's farmer's market.
- Performs other tasks as required by the Parks and Recreation Director

**JOB RELATED PHYSICAL ACTIVITY REQUIREMENTS:** This position involves heavy work requiring the employee to exert in excess of 50 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, fingering, talking, hearing, and repetitive motion. Sufficient visual acuity is required to use measurement devices, prepare and analyze data and figures, assemble equipment at distances close to the eye, and visually inspect machine parts to detect small defects. An employee in this position will be exposed to indoor and outdoor environmental conditions throughout the year including extreme heat and cold; subject to noise, and subject to hazards including working near functioning machinery. An employee in this position could be "reasonably anticipated" as a result of performing their job duties to encounter contact with blood and other potentially infectious materials.

## RECREATION ATHLETICS SUPERVISOR (continued)

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Comprehensive knowledge of all phases of community recreation activities and their administration; comprehensive knowledge of the functions of a community recreation center; knowledge of the care and maintenance of recreation equipment and fields; knowledge of the principals and methods of playground planning and development; knowledge of basic rules for indoor and outdoor sports; ability to cooperate with public and private groups, agencies, and the general public; ability to develop and maintain effective relationships with subordinates, and to promote and maintain high morals and enthusiasm; good judgment.

**ACCEPTABLE EXPERIENCE AND TRAINING:** A minimum of three years' experience in athletic programming or special events and a four-year degree from an accredited college or university with a major in recreation, physical education, sports management or related field; or any equivalent combination of experience and training which provides the required knowledge.

**ADDITIONAL REQUIREMENTS:** Certifications in Lifeguarding, Advanced First Aid and CPR (or willing to get within first 6 months of employment), valid Driver's License.

**Preferred:** Grounds Maintenance Certificate, a minimum of 40 hours in-service training per year, National Playground Safety Inspector, and Certified Swimming Pool and Spa Operator. Extensive knowledge of the rules and regulations of soccer, basketball, baseball, softball, and volleyball.