

SITE SUPERVISOR

Department: Parks and Recreation

Hiring Range: \$12.77 - \$16.00 - Depending on Qualifications

Distinguishing Features of the Class

Open Until Filled

The individual in this position will be responsible for supervising youth sports leagues, special events, and athletic and facility rentals. They will be responsible for overall site supervision at practice and game locations.

Essential Duties and Tasks

- Provides a safe and healthy environment for all participants in the program.
- Knows all rules in the youth league that is being played and is able to enforce them (basketball, football, flag football, baseball, softball, etc.).
- Sets up and breaks down the facility for the sport/event that is taking place.
- Communicates with all officials, supervisors, coaches, athletes, scorekeepers, and public in a clear, professional manner both orally and in writing.
- Makes decisions and is flexible at a moment's notice.
- Understands and implements Liberty Parks and Recreation Department (LPRD) rules, policies, and procedures.
- Informs the Liberty Parks and Recreation Department in a timely, professional manner when unable to work a shift.
- Keeps a calm and controlled demeanor at all times when dealing with coaches and fans.
- Utilizes organizational skills regarding office work and on-site event coordination.
- Possesses knowledge of how to keep official scorebooks and operate electronic scoreboards or has the ability to learn.
- Is visible and available to staff, coaches, participants, and fans to answer questions.
- Listens to concerns, resolves problems, and corrects inappropriate behavior in a fair and consistent manner; documents situations and relays them to Liberty Parks and Recreation Department.
- Keeps parks, playing area facilities, and restrooms clean and fully stocked at all times and submits maintenance stock requests as needed in a timely manner. Completes cleaning chart daily and submits with payroll each payroll period.
- Inspects LPRD equipment when needed
- Works independently in the absence of direct staff supervision.
- Is extremely responsible, punctual, and detail oriented.
- Performs other duties as assigned.

Education and Experience Qualifications/ Additional Salary Information (if applicable)

Required Education and Experience Qualifications

- 16 years of age.
- Ability to read, write, and measure.
- Must have knowledge of the rules of the games played.
- Must be able to work a flexible schedule that includes nights, weekdays, and weekends.

Preferred Education and Experience Qualifications

- 18 years of age.
- High school diploma or high school equivalency.
- CPR Certification.
- First Aid training.
- Experience working with the public.