CITY OF WOODLAND PARK JOB DESCRIPTION

Title: Sports Site Supervisor  
Department: Parks and Recreation Department  
Grade: N/A – Part Time

CORE VALUES: Service, Trust, Respect, Integrity, Vision, Excellence

SUMMARY: Responsible for the day to day supervision of gymnasiums, fields and other facilities associated with youth and adult activities. Performs a variety of routine clerical work in keeping official league standings, accident reporting and assisting in the administration of the standard operating policies and procedures of the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Timely initiation of all activities, games, programs to which they have been assigned, including last minute details regarding set-up of facilities.
2. Adherence to all schedules provided by the Sports Coordinator and/or Director including but not limited to; referees, officials, game time, practice time, forfeit time.
3. Responsible for decisions regarding crowd control, inclement weather, darkness, lightning, etc.
4. Depending on the assignment, supervisor may be required to keep score including score sheets, scorebooks and scoreboards.
5. Answer and interpret all questions/problems regarding rules and regulations during athletic events.
6. Maintain accurate records.
7. Responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.
8. Prepares and monitors facilities associated with adult and youth activities.
9. Inputs data to standard office and department forms.
10. Assists with maintaining equipment inventories.
11. Distributes material.
12. Assists public with use of department facilities.
13. Operates a vehicle to transport equipment.

SUPERVISION RECEIVED
Works under the general supervision of the Sports Coordinator and close supervision of the Parks and Recreation Director.

SUPERVISION EXERCISED
Facility, Players, Officials and Spectators.

DESIRED MINIMUM QUALIFICATIONS
Education and Experience:
1. Graduation from a high school or GED equivalent with specialized course work in sports and recreation programs and general office practices. Previous sports experience strongly preferred.
2. A combination of education and experience to provide the following knowledge, skills and abilities.

Necessary Knowledge, Skills and Abilities
1. Working knowledge of sports and how games are played, officiated and managed.
2. Ability to regulate crowd, coach, participant, officials/referee behavior.
3. Ability to effectively meet and deal with the public and communicate effectively verbally.
4. Ability to follow both verbal and written instructions, and the ability to issue clear, concise, verbal and/or written instructions to subordinates and other employees and report operations both verbally and written from superiors.
5. Ability to handle stressful situations in a professional and respectful manner;
6. CPR and First Aid Certified.
8. Working knowledge of computers and electronic data processing.
9. Skill in operation of listed tools and equipment.

TOOLS AND EQUIPMENT USED
Various sports equipment, scorekeeping equipment, motor vehicle, and phone.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, bend, stoop, and talk or hear. The employee is required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must be able to lift and/or move up to 50-75 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is not quiet. The work environment is both indoors in a gym-like setting as well as outdoors in a sports complex-like setting.

SELECTION GUIDELINES
Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**EMPLOYEE ACKNOWLEDGEMENT**

I have read and understand this job description.

Employee Signature ____________________________  Date ________________