



We're Hiring!

RECREATION & SPORTS SUPERVISOR

General Summary

Under the supervision of the Doyle Community Center Director, the Recreation & Sports Supervisor will develop, implement, monitor, evaluate, and supervise the daily operations of assigned recreational sports & leagues. This position will train and supervise part-time staff & league officials, and will initiate community-based programs & activities performing all related work and assist with hiring as required. This Supervisor must be passionate and motivated to lead successful sports programs, leagues and activities throughout the community.

Essential Functions

Oversee the operation of all sports programming, leagues and activities. Maintain ongoing communication with staff and participants. Conduct ongoing assessments and evaluation of all sports programming and implement changes or enhancements as needed. Provide leadership and vision to the improvement of existing & development of new, innovative programs to meet the needs of the community. Develop and maintain effective programs, equipment and facility scheduling to serve all ages, establishing policies, procedures and guidelines to ensure a quality experience for all. Provide for risk management practices; ensure all safety & security rules, regulations and procedures are followed. Responsible for ensuring that all equipment is properly maintained and secured. Assist with the facility/complex operations & maintenance; performs & assist with required field maintenance, court set-up/tear-down, equipment & supply inventory, restroom cleaning, marketing, advertising and concessions. Participate in regular departmental meetings and provide updates on programs. Train, supervise and evaluate part-time staff, league officials and volunteers, assisting with hiring. Represent and promote programs within the community as needed and develop positive working relationships with other businesses and organizations. Complete additional duties as assigned.

Other Functions

Must maintain First Aid, CPR, AED certifications. Possess excellent verbal and written communication skills. Ability to make oral presentations to organize & direct program meetings. Knowledge of computers & software applications. Demonstrated knowledge of sports planning, scheduling and supervision. Strong interpersonal and organization skills. Demonstrated customer service and public relations skills.

Employment Qualifications

High School graduation or equivalent, with experience or college level coursework in Recreation Administration, Sports Management, Physical Education, Athletics or a closely related field. Prior customer service experience is required, with experience and/or knowledge in a variety of sports, athletics and recreational programs is preferred. Ability to participate in active sports and recreation programs. Must be able to work nights and/or weekends. Ability to communicate effectively and clearly following directions both verbally and in writing, and establish maintain effective working relationships with employees, other agencies, and the public.

Physical Requirements: [This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements] *Ability to demonstrate and use a variety of sports equipment. *Ability to utilize equipment to assist with facility/complex maintenance: dragging infields, chalking/painting foul lines, emptying trash cans, restroom cleaning, etc.*Stooping, kneeling and crouching to perform physical activities associated with programs and events, including the set-up & tear down of equipment. *Ability to lift various objects at times, weighing up to 50 lbs. *Ability to stand for prolonged periods of time to monitor and evaluate the sports programs, leagues and activities. *Ability to work outdoors in all weather conditions (extremely hot, cold, wind, rain and possibly sleet or snow.)



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