

Established Date: October 2, 2003

Revision Date: July 22, 2015

February, 2019

**Site Supervisor**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Class:** Program Specialist

**Department:** Community and Recreation Services

**Reports To:** Youth and Sports Coordinator

**FLSA Status:** Non-Exempt

**Safety Sensitive:** No

**SUMMARY:** Under general supervision, responsible for monitoring game locations, officiating youth games and maintaining playing facilities. Conducts sport activities by performing the following duties.

**ESSENTIAL FUNCTIONS:**

*(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledges, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.) Performs the following:*

Maintains game site during adult or youth sports games.

Sets-up and cleans-up: transports required equipment to the event site; monitors scorekeepers, officials, coaches, spectators and participants; resolves issues as they arise; acts as additional referee if needed; ensures site is safe and clean for participants; enforces site rules; keeps attendance records or scores at games.

Provides information about scheduled activities, including notifying patrons of activity schedules and registration requirements.

Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience:**

* High school education or G.E.D.

**Knowledge, Skills and Abilities**

**Knowledge of:**

* Applicable principles and practices in assigned program area;
* Customer service principles.

**Skill in:**

* Providing customer service;
* Handling multiple tasks simultaneously;

**Ability to:**

* Supervise participants and enforce park and safety rules.
* Follow written and verbal instructions.
* Listen, communicate, and work effectively with: co-workers, staff, diverse groups of people, and the public.
* Follow Community and Recreation Services dress and appearance standards.
* Make mathematical calculations and draw logical conclusions.
* Establish and maintain effective working relationships with: City staff, participants, parents, and the general public.

**Licensing Requirements:**

* CPR and First Aid certification or the ability to be certified with 60 days of employment.

# PHYSICAL DEMANDS:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that 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.

* Physical agility to conduct various recreation activities involving; walking, running, bending, stooping, jumping, reaching, and hand or arm and eye movement.
* Stand for long periods of time.
* Detect distress calls for possible activation of emergency procedures.
* Stand for long periods of time.
* Set-up & prepare for games; lift and carry objects weighing up to 50 lbs.
* Run short sprints.
* Visual and muscular dexterity to operate a cell phone, and a variety of equipment related to assignment.
* Work a varied schedule depending on: season and location; and weekends.

# 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.

* Work is performed in a recreation facility, and outside in a park area.
* Exposure to dirt, dust, pollen, odors, wetness, humidity, inclement weather, and temperature extremes.
* Work a varied schedule depending on: season and location; and weekends.

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