

Kaysville Parks & Recreation

Job Description

Title: Recreation Program Supervisor

Department: Recreation

Status: Part Time

Close Date: August 4, 2017

Start Date: August 19, 2017

General Purpose

Performs a variety of entry level, general programming and technical duties as needed to coordinate the day to day operation of one or more city recreation programs.

Supervision Received

Works under the general supervision of the recreation director.

Supervision Exercised

May provide general supervision to various part-time, seasonal, and volunteer personnel.

Essential Functions

Promotes and follows the recreation mission statement, values, and expectations.

Supervises the operation of such programs as basketball, baseball, football, soccer, softball etc.

Provides immediate supervision over recreation activities and may assist in coaching; maintains statistics for league and tournaments.

Handles immediate complaints, protests and field or facility opportunities; assists in negotiations to achieve solutions which better the recreation programs and services.

Performs related duties as required.

Minimum Qualifications (must be at least 21 years of age)

1. Education and experience:
 - A. Sufficient education and training to demonstrate an aptitude or ability to perform above and related duties.
 - B. Experience in related activities is necessary.
 - C. Must pass a Kaysville City background check.
 - D. Must pass a Kaysville City drug screen.

2. Knowledge, Skills, and Abilities:
 - A. Some knowledge of scorekeeping, officiating, tournament bracketing. Knowledge of rules and regulations surrounding recreational activities. Basic math skills.
 - B. Ability to establish and maintain effective working relationships with employees, young people, ability to communicate effectively, verbally and in writing.
 - C. Valid Drivers License required.

Hours and Compensation

Approximate calendar description of hours required:

January – June: Monday thru Friday evenings. Saturday as needed.

April – August: Tournaments as required.

August – December: Monday thru Friday evenings. Various Saturdays all day.

December: Tuesday thru Friday evenings.

Position will require 10 – 30 hour work weeks varying throughout the year.

Compensation: Starting Pay \$11.00 per hour