

POSITION: YOUTH & ADULT SPORTS SUPERVISOR

ORGANIZATION: South Davis Recreation District

POSITION REPORTS TO: Recreation Coordinator and Recreation Manager

POSITION SUPERVISES: Recreation Officials, Score keepers, Volunteers, Coaches, & Patrons

STARTING PAY RATE: \$14.00 per hour

HOW TO APPLY: Submit application to the front desk of the South Davis Recreation Center

Applications available at the front desk of SDRC or at southdavisrecreation.com>employment

GENERAL PURPOSE

Under the direct supervision of the recreation coordinator, the supervisor will oversee youth & adult sports games and help ensure the safety of the patrons in and around the fields and courts. Sports needing supervisors for: Basketball, Soccer, Flag Football, Volleyball, Softball, Youth Track & Field Club. Supervisors can work in all of the youth & adult sports offering or specialize in one sport.

EXAMPLE of DUTIES

- Strictly and tactfully enforce rules, regulations, and policies of SDRC sports programs
- Always conduct oneself in a professional manner and be dressed in appropriate attire
- Communicate with staff & patrons in a positive & productive manner at appropriate times
- Respond to questions and/or concerns of coaches/patrons in a prompt fashion
- Establish and maintain effective working relations between officials and patrons
- Assist in preparing & cleaning facility site before & after games
- Discuss areas of concern with recreation coordinators
- Ability to score keep and manage a game clock
- Other duties asked of you by recreation coordinators

MINIMUM QUALIFICATIONS

- 21 years of age
- Ability to pass a background check and drug screening prior to employment
- Previous supervisory experience preferred
- Ability to communicate effectively with patrons, supervisors, and other employees
- **Alert, attentive, and responsible**
- Ability to give instructions and delegate to staff as needed

WORKING CONDITIONS

- Willing and available to work evenings, weekends, and holidays
- Moderate physical activity including setting up and taking down chairs and tables
- Exposure to stressful situations as a result of human behavior

EXPECTATIONS

- Be punctual. Must arrive when scheduled. Every game needs to start on time. You are expected to set up the facility for games.
- If you are unable to work your assigned shift, you must find your own substitute and inform the recreation coordinator who will be working for you.
- Be respectful.
- Be firm. It's ok to be firm. Firm does not have to be mean.
- Be Happy, Positive, & Have fun.
- At the end of each night:
 - Clean up the facility: put away equipment, pick up garbage, put items in lost & found, check bathrooms for general cleanliness, etc.
 - 5 minute staff meeting: address concerns/issues, make sure everyone has signed a time card, and end the meeting with something positive from the night.
 - Lock up facility/equipment, the field supervisor should be the last employees to leave.