

RECREATION ADULT PROGRAM SUPERVISOR JOB DESCRIPTION

DEFINITION:

Under supervision of Superintendent and Assistant Superintendent of Recreation, is responsible for a variety of outdoor recreation activities, conducts activities with assigned groups; does related work as required.

NOTE:

The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

- Leads a variety of recreation activities in a Recreation Center for various seasons.
- Plan, propose, implement and schedule, adult night time activities including but not limited to adult volleyball and basketball.
- Must be available for registrations, games, scheduling, and any conflicts that may arise.
- Holds registrations, receives and receipts team payments, verifies for VFP residency (current VFP leisure pass, resident pool pass).
- Holds team captains meeting for each league.
- Sets up season schedule, team and referee assignments.
- Contacts referees, maintains list of names, addresses, and phone numbers.
- Ability to contact referees for substitution, absenteeism.
- Email schedules and changes to team captains.
- Update schedules after all rainouts and notify all teams.
- Schedule additional refs & score people for rainouts
- Schedule staffing for scoring games (TBD for summer employees)
- Maintains and keeps inventory of: Scoring sheets, scores book, balls, whistles, air horns, nets, timeclocks & scoreboards
- Nightly will maintain, tally and Post team schedules and stats, for office, bulletin board, village web site.
- Notify teams of rain outs, delays and or forfeits via email and/or phone calls.
- Check on referees & scorers throughout the games.
- Reports to Superintendent on activities, plans, and issues. Makes recommendations for resolution.
- Recommends action and carries out policies in dealing with specific groups.
- Ability to lead, assist, and perform tasks in aiding the readiness of playing surface after rain.
- Completely all other duties as delegated.
- Keeps track of referee assignments and sets up vouchers for referee payments.

KNOWLEDGE AND ABILITIES

- Knowledge of problems involved in the leadership of several broad types of recreation activities.
- Ability to create schedules for adult leagues for summer and fall seasons.
- Ability to reschedule games due to forfeits, rainouts.
- Ability to lead several broad types of recreational activities, staffing and users.
- Ability to give individualized instructions to attendants and park users.
- Ability to enforce safety precautions and give first aid.
- Ability to establish and maintain good working relationships with participants, associates and the public.
- Ability to establish and maintain public and staffing safety at all times.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position.