



Job Title: Facility/Field Supervisor
Department: Youth Programs
Job Type: Part Time 25 hours per week or less
Benefits: This is a non-benefited position
Payrate Range: \$13.15 - \$15.70 per hour DOE
Supervisor: Youth Sports Supervisor

Essential Job Duties

The facility/field supervisors are the face of the recreation district and are the main link between the public/patrons and the Recreation District office. Field supervisors are responsible for the day-to-day operations at their assigned facility, this include set up, clean up, and ensuring that programs run on time and most importantly safely.

Job Duties/Tasks

- Adhere to safe work practices and procedures
- Safely operate all vehicles and other job-related equipment
- Establish and maintain harmonious working relationships with other employees, officials, and the public
- Observe applicable safety requirements, support all policies, safety regulations, and guidelines established by the Director and/or Recreation Board
- Perform related duties as required or assigned by supervisor.
- Open, set up, pick up, and lock the facility each evening of play
- Communicate calmly and clearly with coaches, officials, parents, and participants
- Be able to resolve conflict/answer questions involving rules
- Ensuring the safety for all people at the facility.
- Monitoring weather and field conditions that may impact safety or play.
- Answer questions/assist patrons with any issues that may have.
- Handle any equipment issues (quick fixes and/or replacement)
- Ensure that Recreation District activity rules are followed.
- Ensure all staff is at the facility for scheduled games (officials)
- Communicate with supervisor any issues that may arise. This includes feedback from the public and coaches, weather issues, field issues, facility maintenance issues.

Working Conditions:

- Outdoor work – both in the cold and heat
- Standing/walking most of 4-hour shift

Minimum Qualifications

- No experience necessary “Willing to train”
- Ability to work weeknights and weekends as needed
- Ability to lift a minimum of 30 pounds of heavier lifting with other employees
- Ability to effectively communicate verbally and in writing
- Reliable transportation to scheduled shifts