

PERQUIMANS COUNTY

Position: Athletic Program Supervisor
Reports to: Recreation Director

Department: Recreation Department
Employee:

POSITION DESCRIPTION

Helps plan, develop, coordinate and supervise recreational activities within the comprehensive recreation program for all ages and interest groups. Provide assistance, supervision and training for all programs associated with the recreation department. Maintains baseball/softball fields, may do maintenance in the gym. Maintain all recreation fields and helps with budgeting and ordering supplies related to field maintenance. Work is performed under general supervision of the Parks and Recreation Director and is evaluated by observation, through consultations and by review of results achieved.

JOB DUTIES AND FUNCTIONS

1. An employee in this position assists in planning, supervising, promoting and developing a diversified recreation program for county residents.
2. Help organize youth and adult leagues, meets with coaches and parents.
3. Assist in organizing and conducting coaches/officials clinics.
4. Supervises and participates in the maintenance of all ball fields and parks.
5. Inspects playground, equipment, athletic fields, and related facilities and recommends repairs.
6. Assist in purchasing athletic equipment and maintenance supplies within departmental guidelines.
7. Supervises facility during regular and special events.
8. May supervise part-time workers, volunteers and program participants as assigned.
9. Performs related tasks as required.

JOB KNOWLEDGE, SKILLS, AND ABILITIES

1. Considerable knowledge of the policies and procedures of the Parks and Recreation Department.
2. Considerable knowledge of the facilities, equipment, and services provided by the Parks and Recreation Department.
3. Considerable knowledge of ball field maintenance.
4. Skill in conflict resolution.
5. Ability to organize and supervise the work of others.
6. Ability to deal tactfully, firmly and courteously with the public.
7. Ability to work effectively with participants of various ages.
8. Ability to maintain order and ensure compliance with safety and playing rules.
9. Ability to prepare written and oral reports.
10. Must be willing to work days, nights, and weekends.

QUALIFICATIONS/REQUIREMENTS

1. Must be able to perform basic life functions of walking, talking, and hearing.
2. Must be able to perform light work exerting up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
3. Must have visual acuity to transcribe, prepare and analyze data, utilize a computer terminal and to perform accounting.
4. Graduation from a four-year college or university with a degree in sports administration or a related field and considerable experience supervising organized athletic activities; or any equivalent combination of education and experience.
5. Must be able to obtain certification in CPR and First Aid.
6. Possession of a valid N.C. Driver's License.