



Excelsior Springs Parks & Recreation Department

Job Title:	Parks & Rec Program Supervisor	Job Category:	Job Category
Department/Group:	Parks & Recreation	Supervisor:	Recreation Coordinator
Location:	Excelsior Springs Community Center	Closing Date:	Open until filled
Level/Salary Range:	C: \$10/hour	Position Type:	Part-time Position

Job Description

GENERAL PURPOSE:

- Under the supervision of the Recreation Coordinator, performs duties as a liaison between parents, coaches and other participants with the Parks and Recreation Department.

ESSENTIAL JOB FUNCTIONS:

1. Supervision of athletic activities and special events would include but not limited to the following responsibilities.
 - **Main Activities**
 - Act as a liaison between parents, coaches and other participants.
 - Check in with coaches prior to the start of the activity
 - Report problems that occur immediately to the Recreation Coordinator
 - Communicate with Recreation Coordinator if emergency conditions require the cancellation of the activity (power failure or severe weather).
 - Responsible for answering questions asked by parents, coaches or participants. If you cannot answer the question, direct them to a proper contact person.
 - Maintain facilities supervised by checking restrooms, doors, equipment, and trash to ensure the facility is left clean
2. Perform other related duties as required

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Ability to communicate with the public and diffuse a situation. Should be in good physical condition; must be able to occasionally lift up to 25 pounds and transport it 15 feet and have the ability to follow oral and written instructions. Should have basic knowledge of sports.
- High School diploma or equivalent.
- Prior to employment must be able to get certified in CPR and AED.



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PREFERRED SKILLS:

- Strong customer service skills.
- Ability to follow written and verbal instructions.
- Ability to establish and maintain effective working relations with coworkers and the public.
- Ability to make work-related decisions in accordance with department policies and regulations with minimum of supervision.
- Working knowledge of the principles and practices of recreational and sports programming, whichever is pertinent.
- Must be flexible and able to adapt to a fast paced environment.
- May be required to lift equipment weighing sixty pounds or more. Position requires frequent standing, walking, and reaching with arms when coaching and supervising coaches. Must have the ability to judge distances and spatial relationships.

ADDITIONAL NOTES

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time