

ATHLETICS SUPERVISOR – PART TIME

Reports to: Athletics Coordinator

Department: Recreation & Tourism

Position Control No: 7427

Exempt Non-Exempt

Full Time Part-Time Seasonal

Department Head Approval: _____

Date: 9/24/15

JOB SUMMARY:

Under supervision of the Athletic Coordinator, responsible for the supervision of part time personnel; the supervision of gymnasium; the continuous supervision of athletic programs and operations; the specific program areas such as athletic fields and gymnasiums.

ESSENTIAL JOB FUNCTIONS:

1. Operate the continuous operations of the athletic program/gymnasiums; keep office open during operating hours; supervise on-going athletic programs; supervise open, free play activities; supervise activities at Carlos Garza Sports Complex and other city facilities.
2. Keep records; collect monies; maintain supplies and inventory.
3. May be responsible for coaching teams.
4. Follow written and verbal directives.
5. Develop programs based on needs of the community using continuous assessment techniques.
6. Work closely with youth to develop and maintain effective programming for specified age groups.
7. Communicate effectively with public on regular basis.
8. Works indoors and outdoors in extreme temperatures including heat, cold, temperature swings and inclement weather during special city functions or events.
9. Responsible for litter control in and around center.
10. Must be able to obtain certificates in CPR/AED and first aid.
11. Perform maintenance and custodial chores; may be required to carry, push, pull, drag, or hold objects up to 25-50 pounds of equipment or furniture.
12. Ability to supervise large groups, including children, both visually and audibly to ensure health/safety standards and the orderly integration of all programs.
13. Collaborate with other departments during special events.

ADDITIONAL JOB FUNCTIONS:

1. Ensure events at other facilities are running effectively.
2. Receive training on city policy for cash handling in order to close out cash register, balance monies collected and handle petty cash and complete log sheet.
3. Ensure that rec-aides are adhering to cleaning schedule.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand, walk, reach with arms, use hands to finger, handle or feel, stoop, kneel, crouch and crawl. The employees must frequently lift and/ or move up to 10 pounds and occasionally lift and/ or move up to 25 pounds.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you cable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No _____

Signature

Date