



Part-Time Parks and Recreation Athletic Supervisor

Job Title: Parks and Recreation Athletic Supervisor
Department/Group: Parks and Recreation
Reports to: Sports, Leisure and Facilities Manager
Status: Part-Time

SUMMARY:

The Parks and Recreation Athletic Supervisor is a leader within the Highland Youth Sports Program who shows a high level of commitment to its success. A supervisor has the authority to make decisions regarding the safety and well-being of all employees, players, and spectators who may be participating within the program. Among the general responsibilities are supervising recreational sports officials, concessions staff, players and participants at game sites, assisting in officials training and scheduling. Supervisors should expect to work 15-20 hours per week predominantly on game nights and weekends. Attendance at official's clinics and coaches meetings will also be required.

QUALIFICATIONS:

- Knowledge of youth sports
- Previous experience officiating sports including Basketball, Baseball/Softball, Soccer, Volleyball and Indoor Soccer.
- Possess strong leadership skills
- Ability to effectively supervise others
- Available to work afternoons, evenings, and weekends
- Possess good conflict resolution skills
- Genuine interest in enhancing youth sports
- Certification in First Aid and CPR.
- Capable of performing basic computer skills and Rec Trac software.

SPECIFIC DUTIES, BUT NOT LIMITED TO:

- Supervision of youth sports including Basketball, Baseball/Softball, Soccer, Volleyball and Indoor Soccer. Some special events with Highland Parks and Recreation may also be required.
- Training and developing recreational sports officials
- Keeping accurate records for games, scores, incidents and injuries
- Assisting in staff/officials scheduling when needed
- Supervises Weinheimer Community Center, Korte Recreation Center and Glik Park during programs
- Assist in equipment inventory and safety inspections
- Various office duties as assigned

EDUCATION and/or EXPERIENCE:

High School diploma or equivalent, additional training in Parks and Recreation preferred, and one year related work experience required.

LANGUAGE, CUSTOMER SERVICE & ORGANIZATION SKILLS

Must possess strong communication and effective conflict resolution skills. Will be responsible for diffusing any potential problems involving spectators, coaches, or players.

If you meet the qualifications outlined above please submit an application located at City Hall, Korte Recreation Center or the City's website at www.highlandil.gov (Internal candidates must utilize the Internal Application form located at City Hall) no later than Wednesday, July 22, 2015 to: City of Highland, Director of HR, PO Box 218, Highland, IL. 62249. EOE.