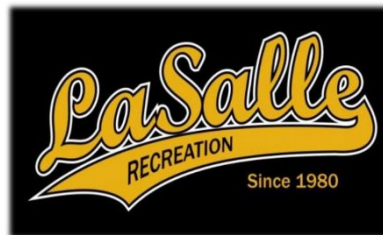


# **Recreation Site Supervisor**

**Department:** Recreation

**Pay Range:** \$16.37 - \$19.23

**Supervisor:** Recreation Director – Sports & Athletics



## **POSITION SUMMARY**

Assists in a variety of supervisory and onsite program coordination duties in relation to the Town's Recreation programs. This position will be responsible for game day operations for youth and adult sports. Candidates should have a strong understanding of a variety of sports, and have knowledge of all rules associated with sports they will supervise. This position will work up to 20 hours per week with weeknights and weekend hours required. The Recreation Site Supervisor will oversee operations of our adult horseshoe leagues, adult volleyball leagues, and youth sports programs.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Oversees and coordinates LaSalle Recreation soccer fields, ballfields, and school gym use during recreation games, contests, practices, and drop-in activities.
- Knowledge and proper implementation of Weld RE-1 School District operational policies and procedures.
- Convey good communication skills with the Recreation Director, staff, volunteers, parents, and the public.
- Report maintenance, safety, and patron concerns or unusual situations to the Recreation Director.
- Set up/take down procedures and its proper storage for recreation equipment.
- Perform emergency procedures or provide first aid in emergency situations as necessary: First Aid *must not* be administered beyond level of training.
- Knowledge of and implementation of the specific league Weather Guidelines during severe weather conditions.
- Assist in resolving concerns and complaints from participants, coaches, staff, and the general public.
- Evaluate facilities with Recreation Director for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that ensures the safety of the participants and public.
- Attend all league scheduled or recommended in-service training.
- Obey and comply with all Town of LaSalle ordinances and policies.

## **OTHER DUTIES**

- Maintain positive public relations and rapport with program participants, coaches, volunteers, staff, and facility users
- Perform general facility maintenance and custodial functions as necessary.
- Assist in promoting clinics, camps, events, and programs offered by LaSalle Recreation.
- Perform other duties as deemed necessary or assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Understand and anticipate problems, enforce league policies and procedures.
- Scoreboards, athletic field markings and facilities, and scorebooks.
- Excellent communication skills.
- Ability to report to work as scheduled and notify the Recreation Director a minimum of 60 minutes in advance in case of an emergency or sickness and 48 hours in advance otherwise to allow the Director time to find a replacement to cover for the event.

- Ability to carry our duties with minimum supervision.
- Ability to work with diverse populations of varying ages and abilities.

## **EDUCATION AND EXPERIENCE**

- High School diploma or GED
- Experience in recreational sports.
- Knowledge of sports and prior supervisory experience.

## **LICENSES AND CERTIFICATION**

- Valid driver's license and satisfactory driving record.
- CPR, First Aid, and AED certification or the ability to obtain these within 2 months of hire.

## **WORK ENVIRONMENT**

- Noise level is usually moderate but can become loud during certain recreation activities.
- Occasionally, position may experience stressful situations dealing with irate or hostile customers.
- The employee works indoors and outdoors at a variety of playing sites throughout the LaSalle Recreation service area, and may include working at Weld RE-1 school facility.
- Occasionally exposed to wet, cold, windy, sunny conditions and other variable outside weather conditions.
- Moving/running participants and fast-moving sports equipment, and exposure to dirt, dust, and odors.

## **PHYSICAL REQUIREMENTS**

- Frequently required to reach with hands and arms, balance, kneel and twist.
- Required to use dexterity of hands and fingers to finger, handle or feel.
- Occasionally engage in a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, and squatting.
- Must possess the ability to talk, hear, smell, maintain physical balance and physical control.
- Occasionally required to lift and/or move up to 50 pounds and possess physical mobility and agility.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Ability to perform first aid and lifesaving skills and equipment to staff and patrons.

## **PRE-EMPLOYMENT REQUIREMENTS**

- This position is subject to Town of LaSalle's pre-employment screening process including, but not limited to Motor Vehicle background checks.

Town of LaSalle employment application must be returned to:

LaSalle Recreation  
Attention: Victoria Perez  
128 North 2<sup>nd</sup> Street  
LaSalle, Colorado 80645

Or submit your application by email: [vperez@lasalletown.com](mailto:vperez@lasalletown.com)