

**VALDOSTA -LOWNDES COUNTY PARKS AND RECREATION AUTHORITY
JOB DESCRIPTION**

**JOB TITLE: ATHLETIC RECREATION SUPERVISOR
ADULT ATHLETICS DEPARTMENT**

GENERAL STATEMENT OF JOB

Under limited supervision, performs supervisory and recreational work planning, organizing, and directing a variety of indoor and outdoor athletic events and team sports. Work involves coordinating and monitoring adult athletic programs that are fair for all involved, recreational in nature, fun, and safe. Position is responsible for all advertising, staffing and managing of athletic events and programs under charge. Responsible for growing and improving existing Adult Athletics programs and developing and launching new programs. Position will also play an integral role in tracking participants, teams, hotel nights, restaurant and shopping impacts of sports tourism generated by VLPRA. Position will assist in promoting VLPRA and drawing new tournaments and other sports tourism opportunities to the Valdosta-Lowndes County area. Reports to the Assistant Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Supervises the work of subordinate staff. Supervisory duties include scheduling; instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; selecting new employees; acting on employee problems, appraising employees performance and recommending employee transfers, promotion, discipline, discharge, and salary increases. Acts as timeclock supervisor for all subordinate staff and ensures that accurate signed timesheets for all such staff are turned into the Fiscal Coordinator by set deadlines for payroll.

Manages volunteers and ensures compliance with volunteerism policy within Adult Athletic programs.

Plans, implements, administers, monitors, and evaluates recreation and leisure events, programs, activities, and services in assigned program areas. Maintains a current and accurate assessment of interest and needs of adult participants in the community.

Develops the budget for the Adult Athletic Program and is responsible for managing the department within the approved budget.

Procures, receives, and maintains inventory of program equipment and supplies.

Monitors program registration for accuracy; handles corrections and fee collection as needed.

Takes appropriate steps to ensure the safety of all program and event participants.

Assists Executive Director in the collection and development of event economic impact assessments.

Assists personnel with the promotion of assigned programs; may produce publicity materials, brochures, newsletters, etc. as required.

Conducts coaches meetings and ensures coaches understand all rules.

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Creates and distributes game schedules.

Coordinates athletic activities and programs with other departments, agencies, and organizations as appropriate.

Represents VLPRA on a professional level with the public, affiliated agencies, and groups.

Receives and responds to public inquiries, requests for assistance, and complaints regarding VLPRA programs and activities.

Solicits and maintains relationships with sponsors.

Communicates event schedules to Parks Department to ensure field maintenance crews are aware of all games and practices.

Submits work orders to Maintenance Department for any needed repairs.

Assists in the coordination and administration of sports tournaments, including soliciting sponsors, seeking out and attracting new tournaments, enlisting volunteers and paid staff, maintaining concession stand, and overseeing ticket sales.

Operates a variety of equipment and vehicles such as pitching machine, concession equipment, scoreboards, etc.

Utilizes computer hardware and software on a daily basis to include Microsoft Word, Excel, Rec1 (CivicRec), Email, etc.

ADDITIONAL JOB FUNCTIONS

Interacts and communicates effectively with various groups and individuals such as the coworkers, participants, coaches, officials, and the general public.

Receives and/or reviews various records and reports including athletic registrations, instructions from management, feedback from community and participants, and policies and procedures.

Receives, reviews, prepares, and/or processes a variety of documents including but not limited to program schedules, proposals, activity guide information, check requests, refund requests, purchase orders, charts, rosters, parents and coaches' manuals, brochure information, work schedules, equipment/uniform order, and various other records.

Chalking fields, raking and dragging areas in need of treatment. Paint fields as needed.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's Degree in sports management, recreation, physical education or a related field, supplemented by four years of experience implementing and supervising sports programs; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Must have a valid State driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

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Physical Requirements: Must be physically able to operate a variety of machinery and equipment including common office equipment such as typewriters, copiers, calculators, etc.; and hand tools such as hammers, screwdrivers, shovels and rakes. Must be able to exert 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. Physical demand requirements are in excess of those for Sedentary Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments, and/or directions to subordinates or assistants; and receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, letters, memorandums, forms, etc. Requires the ability to prepare correspondence, reports, forms, news releases etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and to utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and various hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone and two-way radio.

PERFORMANCE INDICATORS

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Knowledge of Job: Has thorough knowledge of methods, procedures, and policies of the Athletic Department as they pertain to the performance of duties of the Athletic Recreation Supervisor. Has knowledge of the facilities, materials, and equipment utilized in recreational programs, special events, and related specialties. Has good knowledge of a wide variety of recreation interests and activities for all age groups in the community. Has considerable knowledge of various recreation facilities and their uses and maintenance requirements with regard to competitive sports and leisure. Has considerable knowledge of the philosophy and objectives of public recreation. Has general knowledge of the requirements, policies, and procedures of various media outlets necessary for promotional activities. Has general knowledge of the current literature, trends, and developments in the field of recreation program administration. Is skilled in training, coaching, and counseling participants and officials. Is able to perceive, plan, promote, organize and coordinate, recreational programs and events. Is able to use common office machines and popular computer-driven word processing and spreadsheet software programs. Is able to maintain routine administrative reports and records. Is able to plan and supervise the activities required to execute assigned recreational programs. Is able to assign, direct, and supervise the work of recreation personnel and volunteers. Is able to compose effective correspondence. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to make oral presentations before large groups of people. Is able to communicate and establish rapport, understanding and confidence with program participants and the general public. Is able to exercise of independent judgment in the application of program and game rules and procedures. Is able to exercise considerable tact and courtesy in frequent contact with the public. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and

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effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Planning: Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

Staffing: Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation and training.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

Delegating: Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

Decision Making: Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

Human Relations: Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

Policy Implementation: Has a clear and comprehensive understanding of policies regarding functions under charge and

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the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

Policy Formulation: Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.