

## **POSITION: FIELD SUPERVISOR**

**ORGANIZATION:** South Davis Recreation District

**POSITION REPORTS TO:** Recreation Coordinator and Recreation Manager

**POSITION SUPERVISES:** Recreation Officials, Score keepers, Coaches, & Patrons

**PAY RATE:** \$11.50 per hour

**HOW TO APPLY:** Submit application to the front desk of the South Davis Recreation Center

Applications available at the front desk of SDRC or at [southdavisrecreation.com](http://southdavisrecreation.com)>employment

### **GENERAL PURPOSE**

Under the direct supervision of the recreation coordinator, the field supervisor will oversee youth sports games and help ensure the safety of the patrons in and around the fields and courts. Sports needing supervisors for: Youth Soccer, Youth Flag Football, Youth Volleyball, Youth Softball, Youth Track & Field Club. Supervisors can work in all of the youth sports offering or specialize in one sport.

### **EXAMPLE of DUTIES**

- Strictly and tactfully enforce rules, regulations, and policies of SDRC youth sports programs
- Always conduct oneself in a professional manner and be dressed in appropriate attire
- Communicate with staff & patrons in a positive & productive manner at appropriate times
- Respond to questions and/or concerns of coaches/patrons in a prompt fashion
- Establish and maintain effective working relations between officials and patrons
- Assist in preparing & cleaning facility site before & after games
- Discuss areas of concern with recreation coordinators
- Ability to score keep and manage a game clock
- Other duties asked of you by recreation coordinators

### **MINIMUM QUALIFICATIONS**

- 21 years of age
- Ability to pass a background check and drug screening prior to employment
- Previous supervisory experience preferred
- Ability to communicate effectively with patrons, supervisors, and other employees
- **Alert, attentive, and responsible**
- Ability to give instructions and discipline staff as needed

### **WORKING CONDITIONS**

- Willing and available to work evenings, weekends, and holidays
- Moderate physical activity including setting up and taking down chairs and tables
- Exposure to stressful situations as a result of human behavior

### **EXPECTATIONS**

- Be punctual. Must arrive when scheduled. Every game needs to start on time. You are expected to set up the facility for games.
- If you are unable to work your assigned shift, you must find your own substitute and inform the recreation coordinator who will be working for you.
- Be respectful.
- Be firm. It's ok to be firm. Firm does not have to be mean.
- Be Happy, Positive, & Have fun.
- At the end of each night:

- Clean up the facility: put away equipment, pick up garbage, put items in lost & found, check bathrooms for general cleanliness, etc.
- 5 minute staff meeting: address concerns/issues, make sure everyone has signed a time card, and end the meeting with something positive from the night.
- Lock up facility/equipment, the field supervisor should be the last employees to leave.