



JOB ANNOUNCEMENT

Job Title: Recreation Supervisor/Sports & Pickleball
Department/Division: Community Services/Recreation
Status: Full-time/Non-Exempt
Effective Date: Wednesday, February 26, 2025
Closing Date: Open until filled

Grade 22: \$25.23 to \$36.31; generally, starts at minimum to midpoint of range, depending on experience, education and/or qualifications
Benefits: Position is eligible for benefits including health, dental and life insurance, state retirement, paid leave time and holidays.

JOB DESCRIPTION

GENERAL PURPOSE

Performs a variety of working level, general administrative and technical duties as needed to coordinate the day-to-day operation of one or more city recreation programs. This position will primarily work with youth and adult sports programs, including pickleball, but may also work with special events, classes and other programs.

SUPERVISION RECEIVED

Works under the general supervision of the Community Services Director.

SUPERVISION EXERCISED

May provide general supervision to various full-time, part-time, seasonal and volunteer personnel.

ESSENTIAL FUNCTIONS

Plans, organizes, conducts, and manages recreation programs, sport leagues, classes and city special events; Plan and carry out programs/events, including, but not limited to, facilities, site preparation, program registration, grant writing, and all other activities necessary to have civic programs and events; recruit, organize and manage volunteers to assist with programs. Facilitating the successful implementation of sports programming may require long workdays, working some evenings, and occasional weekends.

Assists in carrying out publicity, marketing and sponsor solicitation. Utilizes various forms of media, notices, publications, flyers and brochures to promote city-wide interest and use of recreation facilities and program participation; creates information flyers, banners, posters, registration forms, etc.; assists in registering participants in programs, activities, classes and events; assists in public relations by finding volunteer workers and presenting new programs to the general public; helps prepare seasonal post-program evaluations to assure effectiveness.

Prepares rule books and instructional, operational packets for programs, classes and activities.

As assigned, may provide immediate supervision over recreation activities to full time, part-time, seasonal, temporary or volunteer personnel; Oversees ballfield maintenance, coaches, activity specialists, site supervisors, volunteers and officiators and conducts training as needed to assure city policies and procedures are followed during activities and events; maintains and monitors statistics on league participation, events attendance, financial status and effectiveness of recreation programs.

Assures timely delivery of public notices and announcements as needed to afford target populations opportunity for participation; Creates and maintains schedules and events, team rosters, coach rosters, class rosters, information brochures, etc.; assigns staff and volunteer responsibilities for league play, tournaments, and event activities.

Orders uniforms and equipment as necessary for various sports and assists in sorting and distribution of equipment and uniforms; controls use of equipment and facilities by signing out equipment and by scheduling reservations for use of public and school facilities.

Assists with the maintenance of financial records and reporting for all youth and adult recreation programs, classes, snack shacks, etc.; records and prepares payroll records for all scorekeepers, sports officials and other seasonal and part-time recreation employees; submits timesheet and payroll records for processing of payroll.

Creates and maintains database of various statistical information and volunteer coach background checks.

Handles complaints from coaches, participants, organizations, sponsors; assists in negotiations to achieve solutions that better the recreation programs and services.

Prepares and presents information to the Community Services Board, as assigned.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in recreation management, physical education or some other related field;

AND

B. Two (2) year of recreation program administration, physical education teaching or related experience; one (1) year of supervisory experience preferred.

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Some knowledge of the methods and techniques of developing and operating recreation programs; of the philosophy and objectives of community recreation programming; team sports management; community and public relations; rules and regulations of a variety of sports and recreational activities; of equipment, facilities, operations and techniques used in a comprehensive community recreation program; the operation of personal computers and various software applications including spread sheets, word processing, etc.; of general operations and planning of civic events including but not limited to mass gathering permits, parking, pedestrian traffic, health department permitting, food and alcohol consumption regulations, traffic control, public safety and other issues related to large events; of financial constraints and budgets, fundraising and volunteerism.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals; write routine reports and correspondence; speak effectively before groups; establish and maintain effective working relationships with employees, various age groups, other organizations, and the public; communicate effectively, verbally and in writing; recruit, positively motivate and direct volunteers or civic groups in the accomplishment of several unrelated projects simultaneously. Ability to prepare budgets and monitor revenue and expenses, while soliciting and generating voluntary donation of funds, materials and resources from individuals and businesses for civic events and celebrations; ability to act positively in high stress situations.

3. Special Qualifications:

A. Must possess a valid Utah Driver's license.

B. May be required to work various and irregular hours.

4. Physical Demands and Work Environment:

Work is subject to various and irregular hours. Requires a combination of work performed in a typical office setting, a variety of indoor and outdoor recreation facilities (gymnasiums, baseball/softball facilities, soccer facilities, local school facilities). Tasks require a variety of physical activities, which may involve muscular strain, such as walking, standing, stooping, sitting, reaching and lifting medium to heavy weights up to 50 lbs or more on a regular basis. Some stress is involved from meeting required deadlines, game cancellations and rescheduling due to weather conditions. Frequent task interruptions related to customer service demands. Talking, hearing and seeing are necessary to effective performance of essential functions. Common eye, hand, finger dexterity. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

Exposure to adverse weather conditions, hazardous material, chemicals and fumes and prolonged high noise levels. Often works in and around vehicular traffic. May at times include involvement in high stress situations or environments, including contact with the public in confrontational or uncomfortable circumstances. Frequent local travel required in the normal course of job performance.

NOTE: All Santaquin City employees must successfully complete a pre-employment drug test and criminal history check following a conditional offer of employment.

Employees required to drive a motor vehicle as an essential job duty will be required to successfully complete a motor vehicle record (MVR) check following a conditional offer of employment.



Santaquin City is an Equal Opportunity Employer