



JOB ANNOUNCEMENT
Open to City Employees and the General Public
Date Opened December 26, 2024
Closing Date: Open Until Filled

Recreation Supervisor - Sports Programs

24-9-157

Department: Parks & Community Services

Salary Range: 48 (\$48,320/year)

Reports to: Assistant Director or Recreation Manager

Supervises: Part-time employees

Salary and Benefits

Recreation Supervisor - Sports Programs

Salary: \$48,320/year

Individuals hired in this position have the opportunity to progress up to \$72,480/year, which is the maximum salary for this position as of December 2023.

Benefits: Full City Benefits Package. The City of St. George covers 100% of the premiums for the High Deductible health plan for full-time employees and their qualified dependents. New hires also receive 2 weeks of vacation time during their first year of employment, one of which is available to the employee on the first day of employment. To find out more about our benefits package, please visit our website at careers.sgcity.org.

Position Summary

Under the general supervision of the Assistant Director or Recreation Manager, plans, develops, organizes, coordinates, implements, and evaluates comprehensive recreational activities designed to promote wellness and fitness for the general public. This position will specifically oversee youth or adult sports programs and leagues as well as help with special events.

Essential Functions (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. The list of tasks is illustrative only and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

1. Develops, organizes, implements, coordinates, or assists with coordination of programs and facilities, including classes, special events, and other recreational activities.
2. Recruits, trains, schedules, and supervises part-time employees and volunteers, and performs all duties required of part time staff and volunteers when necessary.
3. Administers program budgets, including ordering, purchasing, etc.
4. Prepares individualized facility and/or program budgets as part of a Recreation Division annual budget request. Submits attendance and revenue projections, staffing needs, new program ideas, capital needs for

facilities, and recommendations for fee adjustments to the Deputy Director or Recreation Manager.

5. Collects fees, prepares and makes deposits.
6. Promotes and coordinates public relations and publicity programs and marketing campaigns to attract participants, sponsors, and vendors for recreational and special event programs. Works closely with other agencies, civic groups, and local businesses to promote activities and calendar events.
7. Recruits, or assists in the recruitment of program sponsors.
8. Responds to problems, requests, complaints, needs, etc. of program participants.
9. Evaluates programs and facilities to note areas where improvements can be made.
10. Maintains program files, contact lists, program evaluations, and reports.
11. Monitors and inspects recreation facilities; schedules maintenance of physical facilities in conjunction with other program supervisors; works with community partners to secure facility space.
12. May be responsible for implementation and maintenance of facilities, parks and sports field reservation systems.
13. Performs other related duties as required.

Typical Physical/Mental Demands/Working Conditions

Conditions vary depending on the assignment. May work in both indoor and outdoor recreation facilities or other locations in varied temperatures. Requires the use of vision and/or hearing to identify and evaluate emergencies, and must be able to respond physically to these emergencies quickly and appropriately. Moderately heavy physical activity exerting up to 25-75 pounds of force occasionally and/or 15-30 pounds of force frequently. Moderate exposure to stress as a result of human behavior. All programs require availability for special events and activities that often take place evenings and weekends and work more than 40 hours per week during peak seasons. May require driving City vehicles on City business.

Qualifications

Education: Graduation from an accredited college or university with a bachelor's degree in recreation, physical education, or other closely related field. Related experience may substitute education on a year-for-year basis.

Experience:

Minimum: One (1) year part or full time work experience coordinating recreational sporting programs, events, classes or other activities.

Preferred: Two (2) years full time professional work experience performing duties related to those listed for this position including specific experience with youth sports programs. Experience officiating and/or training sports officials preferred. Additional relevant experience may be substituted for education on a year-for-year basis.

Licenses and/or Certifications:

- Must possess a valid driver license. A valid Utah Driver License must be obtained within 60 days of hire and be maintained throughout employment.
- Current CPR/AED/First Aid Certifications or ability to obtain within 60 days of hire and must be maintained throughout employment.

Knowledge, Skills, and Abilities

Knowledge of:

- The philosophy and objectives of public recreation, and the methods involved in organizing, conducting,

and supervising a program of recreational activities.

- Recreation activities for children, adolescents, adults, senior citizens, and/or special populations.
- Knowledge of various team sports (specifically basketball, soccer, flag football, volleyball, baseball/softball) rules, equipment, and facilities including an understanding of general gameplay.
- Knowledge of and experience with proper sports officiating techniques, positioning and equipment.
- Knowledge and experience with scheduling and supervision of round robin and bracket play including coordinating the work of umpires, referees, scorekeepers, and field maintenance staff.
- General maintenance and custodial standards for facilities and equipment.
- Basic procedures, methods, and techniques of budget preparation and financial control.
- Pertinent federal, state, and local laws, codes, and safety regulations.
- Recent developments, current literature, and sources of information related to recreation services planning and administration.
- Marketing theories, principles, and practices and their application to recreation programs.
- Modern office equipment including basic computers, word processing, spreadsheet, and presentation software.

Skill/Ability to:

- Perform lead responsibilities over others.
- Ability to manage the operations of sport leagues and tournaments.
- Recommend and implement goals, objectives, and practices for providing effective and efficient recreation programs. Evaluate programs and make recommendations for improving the programs.
- May require the ability to schedule and oversee facility use.
- Interpret recreation programs to the public and determine the recreation needs of the community through involvement.
- Elicit community and organizational support for recreation programs, and present material to the general public.
- Deter and diffuse intense emotionally charged situations that may arise.
- Educate staff to access and perform initial stages of first aid response including making decisions when to call for an ambulance as a proper/preventative treatment measure.
- Use recreation program management software.
- Conduct community input sessions, surveys and other program evaluation processes.
- Set up and maintain an accurate budgeting and recordkeeping system. Keep and maintain files regarding individual recreation programs.
- Communicate clearly and effectively, orally and in writing.
- Establish and maintain effective working relations with other City employees and the general public, including groups of all ages and socio-economic backgrounds.
- Work safely without presenting a direct threat to self or others.
- Work flexible hours, including evenings and weekends.

To Apply: Submit a completed City of St. George Employment Application online at careers.sgcity.org. Applications are reviewed on an ongoing basis. Position is open until filled. Refer questions to Human Resources at 435-627-4670. Pre-employment drug screening and criminal background screen are required. The City of St. George is an inclusive Equal Employment Opportunity employer that considers applicants without regard to gender, gender identity, sexual orientation, race, color, national origin, age, disability or genetic information. We make reasonable efforts to provide reasonable accommodation to disabled candidates.