

Richland Center Parks, Recreation, & Grounds Department
Summer Recreation Supervisor
Position Description and Job Responsibilities

Job Requirement / Prerequisite: Have some experience and knowledge along with adequate training in supervising and working with children. Have knowledge in a variety of sports including softball, baseball, volleyball, basketball, and football. Experience in planning for a variety of activities especially for youth. Current college courses or certifications in teaching or recreation are desirable. Current certification in First Aid and CPR is desirable. Pay Depends on Qualifications.

Supervision: The Summer Recreation Supervisor reports to the Parks & Recreation Superintendent

Other Guidelines Responsibilities include:

- Participate / conduct in preseason staff orientation / training program.
- As needed: attend / conduct weekly staff meetings and in services that address special areas of concern or assistance to staff.
- Staff training: knowledge about coaching and emergency procedures, emergency medical care, and on-going training throughout the summer.
- Help plan and organize with the Parks and Recreation Superintendent Summer programs.
- Help youth coaches organize, teach, and assist all youth sports programs
- Teach fundamental sports skills and rules.
- Work in cooperation with all staff to create fun, exciting programs for kids of all ages.
- Emphasize and model good sportsmanship in youth activities.
- Ensure equal playing time for all participants.
- Dress appropriately when on duty. Will receive two staff shirts at the beginning of the season. Staff shirts must be worn at all times when working.
- Care of all equipment, supplies, records, and ball fields.
- Follow all Department policies and procedures.
- Good Public relations
- On-site Supervision.
- Scheduling staff as needed.
- Being on call when problems arise.
- Run errands for necessary supplies.
- Knowledgeable of all programs and activities.
- Payroll - Know and abide by minor rules and regulations.
- Return any keys to the Parks and Recreation Superintendent before final checks are distributed.
- Payroll checks will be issued every two weeks.
- Blood Borne Pathogens training staff (1-2 hours).
- Provide an annual report at the end of the season.
- Making a safe and friendly environment.
- Do other needed job park and recreation duties as directed.
- To report sickness: If sick and cannot report to work contact Parks & Recreation Superintendent