

JOB DESCRIPTION

League Supervisor



Employee Name				
Department	PARKS AND RECREATION DEPARTMENT	Part-Time	Non-Exempt	Non-Union

SUMMARY

- Under the direct supervision of the Recreation Manager or their designee; oversees adult leagues such as softball, volleyball and basketball.

EDUCATIONAL REQUIREMENTS

- No educational requirements

EXPERIENCE REQUIREMENTS

- 1 Year of experience within a sports league

ADDITIONAL REQUIREMENTS

LICENSE OR CERTIFICATION

- CPR Certification – Desired
- AED Certification – Desired
- First Aid Certification – Desired

DRIVING

- Valid Driver's License

KNOWLEDGE

KNOWLEDGE	REQUIREMENTS	
	ESSENTIAL	IMPORTANT
Knowledge of the rules of the sport that is being played	<input checked="" type="checkbox"/>	
Knowledge of creating shifts to ensure proper staffing		<input checked="" type="checkbox"/>
Knowledge of Parks and Recreation Department rules and policies		<input checked="" type="checkbox"/>

REQUIRED ABILITIES *[Innate proficiencies]*

ABILITY	REQUIREMENTS	
	ESSENTIAL	IMPORTANT
Act independently	<input checked="" type="checkbox"/>	
Analyze situation	<input checked="" type="checkbox"/>	
Attend to details	<input checked="" type="checkbox"/>	
Communicate verbally	<input checked="" type="checkbox"/>	
Communicate in writing	<input checked="" type="checkbox"/>	
Concentrate	<input checked="" type="checkbox"/>	
Empathize	<input checked="" type="checkbox"/>	

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Identify problems	<input checked="" type="checkbox"/>	
Initiate	<input checked="" type="checkbox"/>	
Manage pressure	<input checked="" type="checkbox"/>	
Motivate	<input checked="" type="checkbox"/>	
Multi-task	<input checked="" type="checkbox"/>	
Organize	<input checked="" type="checkbox"/>	
Problem solve	<input checked="" type="checkbox"/>	
Think creatively	<input checked="" type="checkbox"/>	

REQUIRED SKILLS *[Learned proficiencies]*

SKILL	REQUIREMENTS	
	ESSENTIAL	IMPORTANT
Actively listen to fully understand circumstances	<input checked="" type="checkbox"/>	
Collaborate with others to maximize innovation and effectiveness	<input checked="" type="checkbox"/>	
Communicate ideas, thoughts, knowledge and information to foster clarity and engage others	<input checked="" type="checkbox"/>	
Focus on details to reduce errors and increase efficiency	<input checked="" type="checkbox"/>	
Manage time effectively to ensure all work is completed timely and effectively	<input checked="" type="checkbox"/>	
Organize work to maximize productivity	<input checked="" type="checkbox"/>	
Plan work projects to ensure efficiency	<input checked="" type="checkbox"/>	
Resolve conflicts to facilitate goal achievement	<input checked="" type="checkbox"/>	
Use empathy to understand the point of view others	<input checked="" type="checkbox"/>	

SUPERVISORY RESPONSIBILITIES

- No supervisory requirements

REPORTS TO

- Recreation Manager

ESSENTIAL JOB FUNCTIONS

[The fundamental job duties the individual must be able to perform, with or without accommodation; removal of these functions would fundamentally change the job]

- Responsible for supervision of adult leagues such as softball, volleyball and basketball
- Take appropriate steps to ensure a safe environment for all including notifying league director of unsafe equipment, enforcing league rules, and helping to resolve disputes before, during and after games
- Record game scores, fill out incident/accident reports and communicate incidents/accidents/needs to the league director
- Provide direction for the teams as well as communicate with the league managers, players and officials
- Responsible for cleaning up after the league has ended

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- Responsible for gathering equipment and supplies and preparing the site for play
- Regular and routine onsite attendance

SUPPLEMENTAL FUNCTIONS

[These are job duties the individual must be able to perform, with or without accommodation; removal of these functions would NOT fundamentally change the job]

- All other duties as assigned

PHYSICAL DEMANDS

CONSTANT = HOURLY

FREQUENT = DAILY

OCCASIONAL = WEEKLY

RARELY = MONTHLY

	CONSTANTLY	FREQUENTLY	OCCASIONALLY	RARELY
Lifting		<input checked="" type="checkbox"/>		
Carrying			<input checked="" type="checkbox"/>	
Pushing			<input checked="" type="checkbox"/>	
Pulling			<input checked="" type="checkbox"/>	
Sitting		<input checked="" type="checkbox"/>		
Standing		<input checked="" type="checkbox"/>		
Walking		<input checked="" type="checkbox"/>		
Ascending/descending stairs				<input checked="" type="checkbox"/>
Ascending/descending stairs				<input checked="" type="checkbox"/>
Reaching			<input checked="" type="checkbox"/>	
Bending			<input checked="" type="checkbox"/>	
Kneeling			<input checked="" type="checkbox"/>	
Crouching			<input checked="" type="checkbox"/>	
Crawling			<input checked="" type="checkbox"/>	
Grasping/finger manipulation			<input checked="" type="checkbox"/>	
Traversing rough or uneven terrain			<input checked="" type="checkbox"/>	
Discerning colors			<input checked="" type="checkbox"/>	
Visual acuity			<input checked="" type="checkbox"/>	

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WORK ENVIRONMENT

CONSTANT = HOURLY

FREQUENT = DAILY

OCCASIONAL = WEEKLY

RARELY = MONTHLY

	<i>CONSTANTLY</i>	<i>FREQUENTLY</i>	<i>OCCASIONALLY</i>	<i>RARELY</i>
Outdoor environments		<input checked="" type="checkbox"/>		
Indoor environments		<input checked="" type="checkbox"/>		
Work in hot, cold, wet, surroundings		<input checked="" type="checkbox"/>		
High precarious places				<input checked="" type="checkbox"/>
Exposed to continual, multiple, distractions			<input checked="" type="checkbox"/>	
Ability to position oneself to work under or on top of objects				<input checked="" type="checkbox"/>

EQUIPMENT

CONSTANT = HOURLY

FREQUENT = DAILY

OCCASIONAL = WEEKLY

RARELY = MONTHLY

	<i>CONSTANTLY</i>	<i>FREQUENTLY</i>	<i>OCCASIONALLY</i>	<i>RARELY</i>
Phones			<input checked="" type="checkbox"/>	
Computer/laptop			<input checked="" type="checkbox"/>	
Copiers/printers			<input checked="" type="checkbox"/>	
Scanners				<input checked="" type="checkbox"/>
Projectors				<input checked="" type="checkbox"/>
Monitors			<input checked="" type="checkbox"/>	
Communication Systems			<input checked="" type="checkbox"/>	

SOFTWARE

CONSTANT = HOURLY

FREQUENT = DAILY

OCCASIONAL = WEEKLY

RARELY = MONTHLY

	<i>CONSTANTLY</i>	<i>FREQUENTLY</i>	<i>OCCASIONALLY</i>	<i>RARELY</i>
Internet software			<input checked="" type="checkbox"/>	
Word processing software			<input checked="" type="checkbox"/>	
Spreadsheet software			<input checked="" type="checkbox"/>	

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Disclaimer

This job description should not be construed as an exhaustive list of duties and responsibilities performed by persons assigned to this classification. It is not intended to limit or in any way modify the right of any supervisor or manager to assign, direct and control the work of employees under his/her supervision. All principle duties and responsibilities of this position are essential functions of the position. Job descriptions are reviewed on a regular basis and may be revised at any time. Revisions will be communicated to employees within the classification. This job description does not constitute a contract of employment; therefore, the company may exercise its employment-at-will rights at any time.

I have received and understand the position description.

Employee Signature

Date

Employee Printed Name