

Town of Valdese Parks & Recreation Department

Athletic Programs Supervisor: Salary – Minimum Hiring Rate: \$37, 007

Full Time Position with full benefits.

Job Description: Performs professional athletic recreation program planning, coordination and administrative work for the Recreation Department and other related duties as required.

Job Requirements: Develops and maintains a comprehensive athletic program for the Town's citizens; develops long and short range plans for new and innovative program activities to enhance the overall athletic program. Must have knowledge of the philosophy and objectives of public recreation. Must possess a valid North Carolina Driver's license.

Physical Requirements: Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, reaching, standing, walking, pulling, pushing, lifting, grasping, feeling, talking, and hearing. Must be able to perform medium work exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects. Must possess the visual acuity to prepare and analyze data, have working knowledge of Microsoft Word and Excel, and make visual inspections to determine accuracy, neatness and thoroughness of work.

Education & Experience: Bachelor's degree in Recreation Administration, Physical Education, or closely related field and experience in recreation and athletics, preferably in a municipal setting; or an equivalent combination of education and experience.

Deadline for Applications: This position will remain open until filled.

Applications and a full job description of the position may be obtained at:

Valdese Town Hall, 102 Massel Ave. SE, Valdese, NC 28690

Completed applications may be submitted to the Human Resources Director at the above address or mailed to P.O. Box 339, Valdese, NC 28690.

Visit townofvaldese.com for more information.

Prospective employee will be drug screened per town substance abuse policy, and a background check will be submitted.

The Town of Valdese is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, disability, or veteran status.



Town of Valdese
Athletic Programs Supervisor

I. General Statement of Duties

Performs professional athletic recreation program planning, coordination and administrative work for the Recreation Department.

II. Distinguishing Features of the Class

An employee in this class plans, organizes, coordinates, and supervises children, youth and adult sports, recreational activities and events for the citizens of the community. Work involves considerable planning and coordination with varied athletic organizations and/or the County for a variety of team sports and leagues; recruitment of coaches, officials and volunteers; and evaluation of the program's effectiveness. Work includes preparing schedules, ordering equipment, coordinating or performing field preparation, supervision of practices and games and marketing the programs. The employee recommends rules, policies, and other regulations to insure safe, effective and enjoyable programming that maintains public acceptance and has extensive public contact with coaches, officials, participants and parents. Work is performed in accordance with departmental rules and policies and requires judgment and discretion in the application and interpretation of program policies, game rules, and procedures. Employee is subject to hazards in recreation, including working in both inside and outside environments, in hot and cold weather, and exposure to noise, dust, etc. Duties may expose the employee to human body fluids in emergencies thus is subject to the OSHA requirements on blood borne pathogens. Work is performed under the general supervision of the Recreation Director and is evaluated by observation, discussions, and public feedback of program effectiveness.

III. Duties and Responsibilities

Essential Duties and Tasks

- Develops and maintains a comprehensive athletic program for the Town's citizens; develops long and short range plans for new and innovative program activities to enhance the overall athletic program.
- Plans, organizes and schedules athletic programs including team sports such as football, basketball, baseball, soccer, tennis, and wrestling; coordinates community team participation in local and County-wide leagues and organizes and hosts tournaments; organizes and hosts fishing activities for children and sponsors bowling activities and events.
- Works collaboratively with various athletic organizations, municipalities and the County in planning, implementing and scheduling sports' games and events.
- Recruits volunteer coaches, secures officials, teaches skills; conducts coaching clinics and may organize and run summer athletic camps.
- Observes and evaluates athletic events, practices, and games for quality of competition; proper use of equipment and facilities; enforces rules, policies, and regulations for participant behavior and sportsmanship; and evaluates programs for participation levels and attainment of program objectives.
- Orders equipment and supplies needed for programs; maintains and checks inventory of equipment and uniforms to assure safe, up-to-standard and adequate supplies on hand; assures equipment is maintained and stored after each game and season.
- Meets with coaches, officials and/or parents to deal with problem situations and seek resolution; makes

and explains decisions based on the official game rules and department policies and procedures; counsels and advises parents concerning participation of children in athletic and recreational activities.

- Coordinates and participates in the maintenance of fields and facilities; mows, weeds and lines fields; assembles walls, nets, goals, batting cages, temporary fencing, etc. needed for specific activities; paints; performs minor maintenance on bowling machines.
- Assists in the formulation and execution of departmental rules and policies; provides input into the department's budget; monitors expenditures in area of responsibility.
- Promotes and publicizes programs to the public through media and other means

Additional Job Duties

- Performs related duties as required.

IV. Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Considerable knowledge of principles, practices, and methods of the professional recreation field, especially as they relate to athletic programs including general sports, league maintenance, and physical education.
- Considerable knowledge of standard resources, materials, game rules, and facilities utilized in a public recreation program including required maintenance of athletic fields and facilities.
- Working knowledge of computers and office software such as word processing, spreadsheets, and data bases as used in the recreation field and ability to use in performing duties.
- Ability to effectively plan and execute a year round program of athletic activities, to organize work and manage current activities while planning and preparing for future events and to handle details effectively, efficiently and accurately.
- Ability to recruit, train, and monitor temporary, part-time, and volunteer workers and officials.
- Ability to use sound judgment and to enforce rules and regulations.
- Ability to express ideas effectively in oral and written form and to deal tactfully, courteously and in a firm manner as necessary with the public.
- Ability to establish and maintain effective working relationships with supervisors, coworkers, program participants, parents, volunteers, officials and representatives of other community and athletic organizations.

Physical Requirements

- Must be able to physically perform the basic life operational functions of balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking and hearing.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
- Must possess the visual acuity to prepare and analyze data, to do basic accounting, to read extensively, to operate a computer and motorized vehicles, perform maintenance tasks and use measurement devices.

Desirable Education and Experience

Bachelor's degree in Recreation Administration, Physical Education, or closely related field and experience in recreation and athletics, preferably in the municipal setting; or an equivalent combination of education and experience.

V. Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town of Valdese reserves the right to assign or otherwise modify the duties assigned to this classification.

VI. FLSA Status

This position is non-exempt.