

ATHLETIC SUPERVISOR – SPORTS

Job Description



Exempt: No
Department: Yukon Parks and Recreation
Reports To: Superintendent of Recreation
Safety Sensitive: Yes
Date Prepared: March 29, 2021
Date Revised: August 16, 2021

This classification is a safety-sensitive position as defined by the United States Department of Transportation drug and alcohol testing regulations and/or the Oklahoma Standards for Workplace Drug and Alcohol Testing Act. As a safety-sensitive classification, you will be subject to drug and alcohol testing, including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a medical marijuana certification will not excuse you from the testing process, or the consequences of testing positive for marijuana.

GENERAL PURPOSE

Under general supervision of the Park and Rec Director and Superintendent of Recreation, the Athletic Supervisor creates and facilitates quality programming for all members of the community with an emphasis on sports. The Athletic Supervisor performs a variety of manual, clerical, and routine leadership functions pertaining to customer service, program implementation.

ESSENTIAL FUNCTIONS

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional duties as directed.

- **Baseball & Basketball**
 - Must be on site each game night;
 - Works directly with a multi-city organization coordinating league play, schedules, rules, sign ups, etc.;
 - Coordinates referees and umpires for all home games;
 - Coordinates gate keepers, scorekeepers and concessions for all home games;
 - Coordinates field maintenance and court scheduling;
 - Attends meetings with the CVBA board;
 - Member of CVBA board;
 - Is the tournament director, unless tournament is hosted by other entities;
 - Fields and responds to all calls from coaches, parents, organizations, etc. Leagues consist of around 80 teams and over 1000 kids;
 - Helps maintain website information, update results and changes to schedules;
 - Responsible for assuring proper use of fields and facilities;
 - Coordinates with Yukon Public Schools for use of gyms/fields for use during practice or games;
 - Purchasing of equipment, concessions, field maintenance supplies, etc.

- Surveys patrons and evaluates programs to determine public needs and how to increase program efficiency and effectiveness; receive patron complaints and suggestions and responds appropriately.
- Perform any other related duties as required or assigned.

During off seasons, provides and assists with the delivery and development of recreation programs; including adult and children's programs, recreation and skills classes, special events, community activities, sports programs and other activities.

During off seasons, assists in the preparation of equipment, and venues, for daily use, activities/programs and events; maintains facility cleanliness on a daily basis;

QUALIFICATIONS

The City of Yukon Parks and Recreation Department ensures all employees are aware of the expectations that coincide with their current position, and the associated job description. The Yukon Parks and Recreation Department define performance standards as observable behaviors and actions which explain how the job is to be done, and the subsequent results.

Education and Experience

Bachelor's Degree in Recreation, P.E. or a closely related field is preferred, but will consider any equivalent combination of education and experience, is required.

Preferred Certifications, Licenses, Registrations

Certification in first aid, CPR must be obtained within six (6) months of employment.

Work Schedule

Work schedule varies depending on the schedule. This includes evenings, weekends and some holidays. May require long hours during tournaments or special events.

Office Machines and Equipment

Basic knowledge of office equipment such as computers, printers, fax machines, copiers, televisions, monitors and other small, miscellaneous office equipment;
Prefer knowledge of Adobe Creative Suite, Photoshop and Microsoft Office Suite.

Working Conditions

Works inside and outside which may result in frequently being exposed to weather and changing conditions (e.g. rain, heat/sun, snow/sleet, wind etc.);
Exposed to allergy causing agents such as bee and wasp stings, poison oak and ivy, etc.;
Occasional exposure to chemical irritants such as acrylic and oil pails, glazes, paint thinners, cleaners, pool chemicals, cleaning agents, etc.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear.
- Frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms;
- Frequently required to climb or balance; stoop, kneel, crouch, or crawl;
- Frequently lift and/or move 25 pounds; occasionally lift and/or move up to 60 pounds;
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus; reading and generating written and machine generated documents, reports, forms, etc..

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually at the normal office level, but can be loud occasionally when working special events, working in the parks or mowing/maintaining the Spirit League field.

INITIATIVE AND INGENUITY

Supervision Received

- Works under the supervision of the Superintendent of Recreation and the Parks & Recreation Director.

ADDITIONAL INFORMATION

- Excellent people skills and a sense of humor are a must;
- Willingness to work in a team atmosphere;
- Must be able to work nights, weekends, and holidays;
- Must possess a valid Oklahoma State Driver's License and provide a current driving record;
- Must pass a post employment offer drug test and background check.

I, _____ have read and understand that this job description for **Athletic Supervisor** is a guideline to perform the essential duties and responsibilities that are listed. I understand that these duties and responsibilities may increase or decrease during the course of employment.

Employee Signature

Date