



323 Church Street  
Santa Cruz, CA 95060

**Sports Site Supervisor (Rec. III)**

Phone No.  
420-5270

**REPORTS TO:** Recreation Supervisor  
**DESIGNATION:** Temporary  
**TRAINING:** As assigned (approx. 10-15 hrs.)  
**PROGRAM DATES:** January- November  
**HOURS/WAGES:** Approx.10-15 hrs./week - \$13.5762 - \$16.5020/hr.  
**FINAL FILING DATE:** Open until filled  
**RETURN TO:** Jill Bates, 323 Church Street, Santa Cruz, CA 95060  
**INTERVIEWS:** As assigned

**BASIC FUNCTION**

Under supervision, assists in organizing, and supervising adult and youth sports leagues and recreation programs. Prepares, opens and secures facilities for sports programs and activities. Greets the public, explains sport/league rules and department policies and procedures. Acts as a scorekeeper as assigned.

**TYPICAL DUTIES**

- Opens and closes facilities and maintains equipment.
- Prepare accident/incident reports, maintain a facility log.
- Prepare protest reports.
- Inventory/stock needed equipment and supplies for league and sports activities.
- Deliver score sheet and press information to appropriate location in a timely manner.
- Completes department forms and reports as needed.

**MINIMUM QUALIFICATIONS -**

**Knowledge and Abilities:**

- Working knowledge of basketball, softball/baseball and/or volleyball, preferably with at least one year of playing experience.
- Demonstrated ability to:
  - follow written and verbal instructions.
  - Independently initiate and complete work activities.
  - maintain accurate records.
  - enforce and explain divisional policies and procedures.
  - interact effectively and tactfully with adults and youth.
  - respond calmly and effectively to emergency situations.
  - maintain open communication with site staff, and participants.
- Willingness to work flexible, irregular schedules including afternoons, evenings, weekends and holidays.
- 18 years old at time of hire.

**EDUCATION AND EXPERIENCE**

- High school student, graduate or G.E.D. and a minimum of one year experience (paid or unpaid) in recreational athletic activities.

**REQUIRED LICENSES**

- Possession of valid California Driver's License, presented at time of hire.
- DMV Printout required, presented at time of hire.

**PROGRAM REQUIREMENTS**

- Must be available for staff training as assigned
- Must attend staff meetings quarterly as assigned
- Wear program uniform.
- Wear closed-toe shoes.
- Report to work on time as scheduled.
- Consistent attendance is required.