



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 - \$15.7416 - \$19.1340/hr.
FINAL FILING DATE: Open until filled
RETURN TO: DC Lawson-Thomas, 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.