

## **ATHLETICS PROGRAM SUPERVISOR**

### **PURPOSE AND NATURE OF WORK**

This position is responsible for day-to-day administration and problem solving of the City/Parish Athletics program which include all activities of a small full time staff, several community committees, very large numbers of volunteers and participants engaged in funding, organizing, scheduling and conducting adult and youth team sports, leagues, swimming and tennis. Incumbent works under the general direction of the Programs and Maintenance Manager and has supervisory responsibilities for a small staff of Recreation Coordinators.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of the duties.)

Attends night and weekend meetings of neighborhood youth organizations. Plans, organizes and conducts, through Recreation Coordinators and directly, athletics programs. Recruits volunteers, trains officials, provides recognition, encouragement and represents the Recreation Department in problem resolution. Meets with public, participants, and others concerning problems and difficulties, Represents and relieves the Programs and Maintenance Manager of day- to-day operational responsibilities. Plans, schedules, attends, and resolves difficulties with tournaments, games, and activities, including those at night and/or on weekends. Performs related work as required.

### **NECESSARY KNOWLEDGE, ABILITIES AND SKILLS**

Thorough knowledge of the City/Parish athletics programs, activities, schedules and Department's requirements.

Thorough knowledge of the principles, practices, and objectives of public recreational athletic programs.

Considerable knowledge of the rules, techniques, and equipment requirements of various competitive sports.

Knowledge of safety precautions, programs and requirements, and first-aid methods applicable to athletic programs.

Ability to plan, organize and direct complete and comprehensive athletic programs.

Ability to establish and maintain effective working relationships with employees, community leaders, volunteers and the general public.

Ability to express ideas clearly and effectively, both orally and in writing.

Ability to enforce regulations firmly and tactfully.

### **DESIRABLE TRAINING AND EXPERIENCE**

Bachelor's degree with major course work in recreation/physical education, and considerable experience in organizing and administering local government athletic programs; or an equivalent combination of training and experience.