

Warrenville Park District

Job Description

Job Title: Site Supervisor/Score Keeper

Department: Recreation

Employee Classification: Short-term

Immediate Supervisor: Athletic and Facility Supervisor

FLSA Status: Non-Exempt

JOB STATEMENT

Responsible for site and/or program specific supervision at activities such as youth sports programs, adult sports programs, youth and adult open gym programs, and adult general recreation programs.

QUALIFICATIONS:

1. 16 years of age; high school diploma.
2. The ability to communicate both written and orally with supervisors and the general public.
3. Strong organizational and record keeping skills.
4. The ability to work independently, efficiently and attend to details.
5. Knowledge of sports activities under his/her supervision.
6. Must be First Aid/CPR/AED certified.
7. DCFS Certification of Mandated Reporter of Child Abuse and Neglect

DUTIES AND RESPONSIBILITIES

Essential Functions:

1. Directly supervises all recreation activities within assigned program areas.
2. Prepares program sites for activities (gym, softball field, etc.).
3. Collect fees and information from public (open gym, league fees) as needed.
4. Relay information from park district staff to program participants and vice versa.
5. Report on any possible maintenance problems at program site in writing and orally.
6. Responsible for assisting in inventory of program equipment and supplies.
7. Regular attendance and punctuality.
8. Supervision and participation of small maintenance operation for park district as needed.
9. Report any behavioral or disciplinary problems taking place at program site in writing and orally.
10. Record information on program activities, such as keeping score of ballgames, timing athletic contests, game statistics, etc.
11. Be prepared to cancel program if circumstances call for such action (bad weather, flood, fight breaks out).
12. Assist umpires, referees, or other game officials with game activities.
13. Be prepared to notify authorities (police, fire, etc.) when needed.
14. Clean up program site after daily activity.
15. Be prepared to offer CPR/First Aid as needed.
16. Help direct fans into proper parking areas at major events.
17. Act in a non-violent, non-confrontational manner to cool disputes and arguments among fans, coaches, and participants.
18. Other duties as directed by supervisory staff.

Knowledge, Skills and Abilities

1. General knowledge of athletic programming activities and the ability to implement necessary program rules and regulations.
2. Ability to work well with volunteer coaches and fans and engage their assistance in operating recreation programs.

3. The ability to be well organized and establish priorities.
4. Ability to resolve problems, handle conflict and make effective decisions under stressful conditions.
5. Ability to function independently, possessing a high degree of self-motivation and self-direction.
6. Skill in oral and written communication and the ability to use these in establishing working relationships with district employees, community officials and the public.
7. Ability to make correct and safe judgments under “normal” and highly stressful circumstances and situations.
8. Must exhibit good problem solving and good judgment in keeping with the mission of the park district.
9. Knowledge of the park district and department policies and procedures.

Safety Responsibilities:

1. Actively support the safety program so that it will effectively control and reduce accidents.
2. Work in harmony with the district staff to implement safety program rules and procedures.
3. Maintain a working knowledge of all general and departmental specific safety rules.
4. Obey and enforce the practical safety rules, regulations, and procedures established by the Park District that is pertinent to the activity.
5. Ensure that all management policies are fully implemented for maximum efficiency for each job.
6. Take corrective action for any unsafe condition that is observed which could adversely affect the safety of an employee or the public.
7. Continually observe and evaluate work conditions and work procedures to detect and correct unsafe conditions and practices.
8. Assist with emergency procedures and building/site evacuation.

Physical Requirements

1. Requires sitting, standing, bending, reaching, and a normal range of hearing and vision.
2. Occasionally lifts and carries items weighing up to 25 pounds.
3. Requires hand-eye coordination and manual dexterity to operate program equipment and prepare written reports.
4. Requires eyesight, correctable to 20/20 to read numbers, registration forms, reports, scoreboards, and other game equipment.
5. Requires hearing within normal range for telephone and customer service.
6. Prolonged standing during special events may be required.
7. Requires assisting with set up of programs and special events as needed.
8. Requires working in areas, which are not air-conditioned.

Working Conditions

1. Normal gym/sport field environment with some exposure to excessive noise, dust, temperature and the like.
2. Exposure to weather conditions which can include cold, snow, ice and rain, extreme humidity and heat.
3. Exposure to chemicals such as fertilizers, cleaning agents and fuels.

The above is intended to describe the general content of and requirements for the performance of this job and is not to be construed as an exhaustive statement of essential duties, responsibilities, and requirements.