



CLASSIFICATION	4
HOURLY	12.50
FLSA	NON-EXEMPT
NOTICE REQUIREMENT	2 WEEKS
RANDOM ALCOHOL/DRUG SCREENING REQUIREMENT	YES

Site Supervisor

Job Summary: Preferred qualifications include a general knowledge of football, basketball, soccer and other sports/activities included. Applicants should be quick learners and must be willing to diffuse issues that take place at events.

Key Responsibilities/Essential Functions: Provides general support for Recreation Programs including planning, leading, setup/take down of materials and assisting with the overall supervision of recreational programs and activities.

Examples of work (Illustrative Only):

- Arrives one hour before activity and stays up to one hour past activity for activity set up, break down and general cleaning duties.
- Operates and maintains department facilities and equipment. Supervisor must be knowledgeable on opening, setting up, break down and closure of building or field/site.
- Provides support services for actions such as ejection of a person during sporting events, filling out accident reports, make notes regarding incidents with officials and other related persons.
- Must oversee injuries and decide with the coaches as to whether 911 is to be called. If ambulance is called, secure access to injured player. Once ambulance is there, fill out an accident report with the help of coach or bystander.
- Must possess a general knowledge of the activity taking place at the site and assist in situations when malfunctions take place.
- Reports building problems to Program Coordinator or other official.
- Interacts and communicates with various groups and individuals.
- Performs related duties as required

Job Requirements: Basic knowledge of activities and facilities currently offered. Knowledge of the principles and practices of the Parks and Recreation Department. Ability to develop and maintain effective working relationships with other recreation employees, County departments and the general public. Ability to follow oral and written directions. At least one-year responsible experience in an organized recreation program or customer service position or an equivalent combination of training and experience that provide the require knowledge, skills and abilities. Effective oral and written communication skills. The applicant must be able to work hours typically between 5:30pm to 10:00pm on weekdays, Saturdays 8:00am to 3:00pm, and Sundays 12:30pm to 6:30pm (Hours may vary). Applicants must possess a valid Virginia driver's license and a good driving record. Applicants are subject to a criminal background check and recommended to obtain a CPR certification.

Physical Demands/Special Work Environment: Requires the ability to speak and/or hear: (talking expressing or exchanging ideas by means of spoken words). (Hearing- perceiving nature of sounds by ear).

Reports to: Recreation Manager(s)

Supervisory Responsibility: No

Botetourt County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employee Signature

Date

Supervisor Signature

Date