



Town of Wytheville

Job Opening

Job Title: **Supervisor - Athletics/Fields** (Full-Time, with Generous Benefits Package)

ANTICIPATED HIRING RANGE: \$32,802 to high \$30k's. Actual compensation will be DOE/DOQ.

DEPARTMENT: Parks and Recreation **FLSA DESIGNATION:** Non-exempt **POSTED:** 02/09/2024

POSITION SUMMARY: The **Supervisor - Athletics/Fields** assists the Coordinator – Athletics/Fields to plan, organize, coordinate and implement all athletic programs for youth, adults and seniors with a focus on athletic development within each program. Perform a variety of administrative office procedures and tasks to support the position and the operation of the Department of Parks and Recreation. Includes promoting interest in athletic programs, registering participants for programs; issuing pass plans or rentals, meeting visitors, and dispensing information. Prepares and maintains athletic facilities and fields for use for athletic programs, which may include actually mowing athletic fields as assigned. Performs and or coordinates routine maintenance relative to the athletic fields.

→ **The Job Description is attached, and also available online via the Town of Wytheville Employment Opportunities webpage at <https://www.wytheville.org/employment>.**

REQUIRED MINIMUM QUALIFICATIONS: High School Diploma or GED equivalent. At least one year of full-time equivalent supervisory experience required. OR any equivalent combination of education and experience that satisfies the job requirements may be considered. Familiar with Athletic events and VHSL rules. Knowledge of the equipment, facilities, operations and techniques used in a comprehensive community athletics recreation program. Skill in operation of listed tools and equipment. Ability to develop, coordinate, and direct varied activities involved in recreation programs, specifically athletics. Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public. Ability to communicate effectively orally and in writing. Ability to plan and supervise the work of paid staff and volunteers. Ability to interact effectively with the public in a pleasing manner displaying tact and diplomacy. **Special Requirements:** Valid state driver's license or ability to obtain one within 6 months if hired. First Aid and CPR certification required within 6 months if hired. VHSL officials certifications/Grade 8 Soccer officiating preferred or may be required to obtain within 6 months if hired. **Please refer to the Job Description for additional Required Minimum Qualifications.** Preferred Qualifications include: Bachelor's degree from an accredited institution in Parks and Recreation/Sports Management or related field. Experience in Sports and Athletic/Field Maintenance.

HOW TO APPLY: Applicants must complete an Employment Application to be considered for a Town job opening. Employment applications are available online at <https://www.wytheville.org/docs/general/employment-application.pdf>, or by visiting the Lobby of the Town Municipal Building at 150 E. Monroe St., Wytheville, VA. Please submit completed applications via email to: human.resources@wytheville.org, in person, or by USPS mail to: Department of Human Resources, Town of Wytheville, P.O. Box 533, Wytheville, VA 24382.

CLOSING DATE: Position is posted open until filled. Review of applications begins immediately and will continue until the position is filled or the posting is cancelled.

The Town of Wytheville is an Equal Opportunity Employer

JOB DESCRIPTION

Class Title: **Supervisor - Athletics/Fields**

Department: Parks and Recreation (Town of Wytheville)

Worker's Comp Group No.: 054

FLSA Designation: Non-Exempt

Effective Date: February 6, 2024

GENERAL PURPOSE

The **Supervisor - Athletics/Fields** assists the Coordinator – Athletics/Fields to plan, organize, coordinate and implement all athletic programs for youth, adults and seniors with a focus on athletic development within each program. Perform a variety of administrative office procedures and tasks to support the position and the operation of the Department of Parks and Recreation. Includes promoting interest in athletic programs, registering participants for programs; issuing pass plans or rentals, meeting visitors, and dispensing information. Prepares and maintains athletic facilities and fields for use for athletic programs, which may include actually mowing athletic fields as assigned. Performs and or coordinates routine maintenance relative to the athletic fields.

SUPERVISION RECEIVED

Works under the direct supervision of the Coordinator - Athletics/Fields and the indirect supervision of the Assistant Director of Parks and Recreation.

SUPERVISION EXERCISED

Supervises athletic program and Wytheville Community Center participants and coaches while they are participating or spectating in athletic programs and/or using the Community Center. Supervises Assistant Athletic Supervisors and other employees and volunteers, in their work area as assigned. Supervises seasonal workers who mow the athletic fields. Assists with monitoring spectator conduct to promote good sportsmanship.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists the Coordinator – Athletics/Fields to plan, organize, coordinate and implement all athletic programs for youth, adults and seniors with a focus on athletic development within each program. Perform a variety of administrative office procedures and tasks to support the position and the operation of the Department of Parks and Recreation. Includes promoting interest in athletic programs, registering participants for programs; issuing pass plans or rentals, meeting visitors, dispensing information, determining work procedures, preparing work schedules, expediting workflow; assisting in training, motivating and evaluating staff; coordinating programs; collecting fees; and distributing/retrieving equipment.

Prepares or coordinates all work to be done to all athletic fields for practices and games, prepares the athletic equipment for participant use, inspects and inventories athletic equipment for proper care and to meet the safety standards and properly stores all equipment for sports and maintenance; cleans all equipment as needed. Keeps an organized and well-maintained maintenance building inside and outside.

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Serves as the Field/Gym or Community Center Supervisor as assigned. Occasionally serves as a game official as needed and assigned. Knows all Departmental and VHSL rules. Plans and organizes athletic clinics for coaches and players and assists the Athletic Coordinator with organization of Leagues. Supervises and assists with athletic event set up and clean up for practices and games. Will assist the Athletic Coordinator in research and create new athletic programs and enhance existing programs and safety needs for the participants.

Participates in safety programs.

Operate a variety of mowers to maintain athletic fields and lawns; inspect tractor and mower for safe and proper operation; maintain equipment as needed, replacing fuel, fluids, and oil.

Mow, edge, trim and rake fields; plant, cultivate and water; weed killing; operate riding mowers, push mowers, light-duty vehicles, blowers, sweeper, trimmers, edger, and weed eaters. Rake, sweep, blow and pick up clippings, paper, and trash from athletic fields, parks and shelters as needed. Prepare the fields which will include dragging the infield, chalking the field according to specified dimensions, watering infield, and setting bases. Field Maintenance will include filling infield holes, adding clay to infield when necessary and inspecting the ball fields for proper safety.

Opens and closes, locks and unlocks facilities as needed. Routinely sets up the gym for athletic events and the multi-purpose rooms for rentals.

Assists with maintenance of the athletic equipment; monitors and maintains all fields, equipment, tractors, mowers and athletic maintenance storage building.

Maintains safe, clean, orderly environment always; enforces all policies and procedures of the department; confronts inappropriate behavior and addresses problems according to established procedures.

Maintains harmony among workers and resolves problems; assists subordinates in performing duties.

Assists in the preparation of required reports; prepares attendance, accident and routine accounting reports; coordinates, schedules and maintains related records and statistics for programs and personnel. Keeps records of work completed.

Performs a variety of miscellaneous duties such as answering phone, running errands, selling tickets, collecting fees, making field arrangements for athletics, set up and clean up of rentals, programs, events, meetings, etc. Performs other duties as assigned.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience

High School Diploma or GED equivalent. A Bachelor's degree from an accredited institution in Parks and Recreation/Sports Management or related field preferred. At least one year of

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full-time equivalent supervisory experience required. Sports experience preferred. One year of experience in Athletic/Field Maintenance preferred. OR any equivalent combination of education and experience that satisfies the job requirements may be considered.

Necessary Knowledge, Skills, and Abilities:

Familiar with Athletic events and VHSL rules.

Knowledge of the equipment, facilities, operations and techniques used in a comprehensive community athletics recreation program.

Skill in operation of listed tools and equipment.

Ability to develop, coordinate, and direct varied activities involved in recreation programs, specifically athletics.

Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public.

Ability to communicate effectively orally and in writing.

Ability to plan and supervise the work of paid staff and volunteers.

Ability to interact effectively with the public in a pleasing manner displaying tact and diplomacy.

Special Requirements

Valid state driver's license or ability to obtain one within 6 months if hired. First Aid and CPR certification required within 6 months if hired. VHSL officials certifications/Grade 8 Soccer officiating preferred or may be required to obtain within 6 months if hired.

TOOLS AND EQUIPMENT USED

Computer, computer software, calculator, copy machine, portable radio, vehicles such as automobile or van;, telephone, stop watches / Gym score clocks, timers, sports equipment used in recreation programs including field maintenance equipment, washer and dryer, tractors, mowers, weed eaters, aerators, field drags, pressure washer, paint machines or any other assigned equipment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The employee is frequently required to walk, sit, talk or hear. The employee is occasionally required to use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distant vision, peripheral vision and the ability to adjust focus. Must be able to perform moderate to heavy physical work with prolonged standing and walking for extended periods of time, walking over rough or uneven surfaces, stretching, bending, and pushing, moving, lifting and carrying loads weighing up to 100 pounds.

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Work Environment: The employee is frequently exposed to wet and humid conditions. Will work at the outdoor sports complexes and parks during the summer being exposed to intense sun. The noise level in the work environment is moderate while in the office and loud when operating field equipment.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview, criminal background check, driving records, physical examination, psychological examination, physical agility test, written test, and job-related test may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Authorization:

Signature: _____ Date: _____ Approval: _____ Date: _____
Department Head Town Manager

Revision History: 12/10/18; 02/06/24

Job Description Acknowledgement of Employee:

My signature below represents that I have received the complete job description. Further, I understand the following: it is my responsibility to read the job description and to fully understand the requirements set forth therein; the job description is to be used as a guide and that I will be responsible for performing other duties as assigned; and this job description does not constitute an employment contract with the Town of Wytheville.

Employee Name:

Print: _____ Signature: _____ Date: _____

HR Use Only:

Date Received: _____ HR Rep Initials: _____ Effective Date: _____