



## Recreation Supervisor - I Seasonal Job Description

### **Summary:**

Responsible for supervising a variety of recreational activities.

### **Essential Duties, Responsibilities and Tasks:**

1. Organizes and assists with youth recreation programs.
2. Assists with various office duties including registrations and scheduling.
3. Umpires youth baseball and softball programs when needed.
4. Assists with special events.
5. Assists with researching, planning, developing, and evaluating programs and events.
6. Cooperates and communicates with other staff
7. Other duties as assigned

### **Qualifications:**

1. Must be at least 18 years old
2. Experience with recreation programs
3. A valid Colorado driver's license with a good driving record
4. Pass a background check

### **Necessary Knowledge, Skills, and Abilities:**

1. Ability to take the initiative to do the work that needs to be done
2. Ability to work independently
3. Basic understanding of computer programs, web navigation, fax machine, telephone, printer, etc.
4. Self-motivator
5. Extensive knowledge of baseball and softball rules
6. Good decision making skills
7. Ability to deal with public diplomatically

### **Physical Demands:**

1. Ability to lift at least 40 lbs.
2. Able to crouch for periods during officiating
3. Work is preformed both indoors and outdoors in all kinds of weather

### **Reporting Relationship:**

Reports to Assistant Recreation Director

### **Hours:**

Seasonal position (April-August)

40 hrs/week

M-F, 8 AM-5 PM, with some nights and weekends.

### **Wages:**

\$11.10 - \$13.00

EOE/ADA

Contact Rifle Recreation at 665-6570 for more information.