



## **Job Description**

### **Programs Site Supervisor – Sylvania Recreation Corp. (SRC)**

#### **Part Time Position: Primarily weekends and weekday evenings**

#### **Overall Responsibilities:**

Assist in the administration of programs for the Sylvania Recreation Programs Department and Public Information.

#### **Characteristic Duties:**

1. Maintain weekly field hours as scheduled, approximately 10-25 hours per week. Exact days and times to be determined in line with programs and events on a monthly basis.
2. Required to work possible holidays and during Sylvania Recreation programs, Centennial Terrace and Pacesetter Park special events as deemed necessary.
3. Assist with miscellaneous duties assigned by Program Director.
4. Responsible for the daily on-site oversight of Sylvania Recreation programs and event including program set-up and tear down, overseeing officials and scorekeepers, etc.
5. Must be able to work in a team environment and have frequent contact with Program Directors and Maintenance staff.
6. Individuals must have a wide variety of sport experience and understanding of field set up, rules, etc.
7. Must be able to address and diffuse coaching and potential spectator conflicts.
8. Will be responsible for enforcing game day decisions, weather policy, etc.
9. Weekday and weekend hours required.
10. Required to be on feet for extended periods of time.
11. Must have a valid driver's license.

**Supervision Received:** Senior Program Director - Program Directors