

## **HOLLISTON PARK DEPARTMENT JOB DESCRIPTION**

**POSITION: SPORTS SUPERVISOR for Holliston Sport Specific Programs**

Seasonal . 30-38 hours per week

Seeking 2-4 week commitment

**EXPERIENCE/QUALIFICATIONS:**

- At least 21 years of age
- Demonstrate leadership ability
- Demonstrate administrative ability
- Demonstrate appropriate level of sport-specific expertise
- Demonstrate ability to deal with public in professional manner
- Ability to present sport-specific skills in a creative and engaging manner

**CERTIFICATIONS:** First aid and CPR

**PRIMARY RESPONSIBILITIES:**

- Develop and implement summer sports programs for kids ages 7-12
- Assist with the development and implementation of sport-specific camp curricula
- Daily supervision of staff and participation to ensure efficient and safe programming
- Train counselors and implement age appropriate refereeing strategies for scrimmages
- Prepare staff *evaluations*
- *Maintain written records*
- *Record weekly time sheets for staff*
- Oversee facility maintenance
- Maintain appropriate inventory of equipment and supplies
- Maintain open communication with Recreation Director
- Attend staff meetings. Conduct in-service training programs
- Notify Recreation Director immediately in event of emergency
- Maintain professional appearance
- Represent Park Department through appropriate conduct during off hours
- Ensure all participants have been retrieved by appropriate care giver
- Perform other duties as directed by Recreation Director

**SECONDARY RESPONSIBILITIES:**

Assist Recreation Director with the following:

- Development of pre-season training programs
- Pre and post program setup, cleanup, and equipment storage
- Purchase of seasonal equipment and supplies
- Development of program policy

**SALARY:** \$13 -\$16/hour Depending on Experience

**REPORTS TO:** Director & Assistant Director