



Job Description: PRCA SUPERVISOR (SPORTS)
Department: Parks, Recreation and Cultural Arts

Employment Status: Full-Time
Reports To: PRCA Manager II

FLSA Status: Exempt
Approved: 11/05/2021

GENERAL STATEMENT OF DUTIES:

The PRCA Supervisor (Sports) is responsible for developing, coordinating and supervising youth and adult sports programs, camps, events and leagues for the Parks, Recreation and Cultural Arts Department. The PRCA Supervisor will supervise part-time support staff team members.

EXAMPLES OF DUTIES:

- Oversees all aspects of the youth and adult sports programs, camps and leagues, including developmental youth sports and intergenerational programs, and youth and adult sports leagues;
- Ensures all programs, special events and services offered meet Department mission, service standards, safety standards and specific cost recovery goals;
- Develops and coordinates sports programs and events for youth through adults that meet community interest, current sports trends and appeal to a broad demographic spectrum;
- Schedules staff to adequately supervise the gymnasium during all youth and adult drop-in activities;
- Recruits, trains and supervises all relevant part-time staff and independent contractors (officials);
- Coordinates volunteers for respective areas with Volunteer Department; this includes adhering to City directives for volunteer coach background checking requirements;
- Cultivates and sustains positive working relationships with parents and staff; handles grievances involving customers and staff; informs Recreation Manager of any suggested policy changes, public criticism and complaints or personnel conflicts.
- Maintains equipment and supply inventory for youth and adult sports programs and leagues;
- Develops marketing strategies and promotes programs and events through media, i.e., newspapers, fliers, posters, displays, public service announcements and social media and community newsletters in conjunction with the Communications & Marketing Supervisor;
- Responsible for the development and management of annual budget/fiscal operations for respective areas/cost centers;
- Maintains accurate data on planning, implementation, and participation in all youth and adult sports programs and leagues;
- Responsible for monthly, quarterly and year-end reports and program/event evaluations;
- Responsible for respective facility scheduling and RecTrac software coordination for programs and point of sale transactions;

- Regular and predictable on-site attendance required;
- Must be available for some evening and weekend program and event supervision, and Kettering Recreation Center facility management duties.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Must have the ability to take primary responsibility for the youth and adult sports program, camp and league operation, and the knowledge of the objectives and principles of public recreation, including a thorough understanding of activities, which comprise a community recreation program. Strong interpersonal skills, experience in working in public sector, and a background in recreational service delivery programs desirable. Excellent organizational and staff supervisory skills are required, as well as the ability to work effectively with all employees, City officials and the general public. Experience in budget management and preparation required. Excellent communication skills and strong leadership abilities are desirable. Previous recreation program development and management experience are also preferred. If not currently certified in CPR and First Aid, certification will be required after appointment.

ACCEPTABLE EDUCATION AND EXPERIENCE:

The ideal candidate will hold a bachelor's degree in Parks and Recreation, Sport Administration or related field and three years or more of related professional experience in sports programming administration, master's degree is preferred. Any equivalent combination of experience and training, which provides the required knowledge, skills and abilities is required by this position. If not currently certified in CPR and First Aid, certification will be required after appointment. Must have and maintain a valid driver's license.

Job Description Approved by: MBull

Date: 11/12/21