



City of Ames Youth Sport Director / Site Supervisor

SALARY	\$12.91 - \$13.70 Hourly	LOCATION	50010, IA
JOB TYPE	Temporary	JOB NUMBER	25-PRYSDSS-01
DEPARTMENT	Parks and Recreation	OPENING DATE	11/20/2025
CLOSING DATE	Continuous	FLSA	Non-Exempt
BARGAINING UNIT	MERIT	RESIDENCY REQUIREMENT?	No

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

General Information

<https://www.youtube.com/embed/97rsAGfo1eQ?&wmode=opaque&rel=0>

The City of Ames Parks and Recreation Department has an exciting opportunity for Youth Sport Directors and Site Supervisors!

Youth Site Supervisors / Activity Directors are directly responsible for onsite program staff; directly accountable to the Recreation Coordinator, Recreation Manager and adjunctly accountable to the Recreation Superintendent and the Director of Parks & Recreation.

Candidates interested in this opportunity can expect to work a varied schedule January - May 2026.

There will be no games during school breaks.

This posting is open until filled.

Examples of Essential Job Functions

Activity Director

Assists in the development, planning, and implementation of age appropriate activities; ensures that playing environments are safe and fun; ensures all procedures and rules in place at facilities/locations are enforced; assists Recreation Manager or designee staff hiring and training process; works within a program budget; completes and is responsible for maintaining required records (invoices, medical forms, incident reports, etc.); recognizes and responds effectively to emergencies and reports issues to Recreation Manager or designee; communicates daily with parents and participants in a professional and courteous manner; may be required to perform other duties as assigned during absents of other part-time/temporary staff; other duties as assigned.

Site Supervisor

Completes initial set-up and take down of the facility; ensures that all playing environments are safe; enforces all procedures and rules in place at all facilities/locations; audits officials work performance such as making calls, etc.; provides preventive officiating when necessary; takes appropriate actions to keep the environment fun and enjoyable for all parties; and handles game issues so officials and players can continue game (i.e. behavior issues); communicates with participants and spectators onsite; may lead activities; may be required to perform other duties as assigned during absents of other part-time/temporary staff; other duties as assigned.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respect and dignity for one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

Qualifications

Education and Experience: Must be at least 18 years of age.

Previous experience preferred.

Knowledge, Skills, and Abilities Necessary to Perform Essential Functions: Strong knowledge of the sport and rules.

Skill in being organized, dependable, and reliable; skill in working with participants of all learning abilities and backgrounds.

Ability to communicate with youth and parents effectively; ability to provide a confident and positive attitude; ability to understand, appreciate and embody the City of Ames Core Values; ability to maintain an exceptional level of safety; ability to maintain a professional appearance (staff shirt w/ appropriate athletic shorts or pants) at all times while on site; ability to maintain a professional demeanor (calm and courteous) at all times while on site.

Supplemental Information

Selection Process:

The selection process consists of an evaluation of education and experience, interview, and completion of a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

Physical & Environmental Characteristics:

Frequently exposed to various weather conditions for outdoor activities, including cold, heat, rain and wind. Need to remain alert and attentive for extended periods of time. May be exposed to outdoor allergens, insects, slippery surfaces,

and potential hazards. Must be able to walk quickly or jog in case of emergency and lift objects up to 50 lbs. When working indoor and outdoor activities, sound may be moderately noisy. Position requires physical participation and interaction related to specific activity. In cases of outdoor weather, may make decisions relating to safety for participants and other recreation staff.

E-Verify Process:

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

Employer

City of Ames

Address

515 Clark Ave

Ames, Iowa, 50010

Phone

515-239-5199

Website

<http://www.cityofames.org/jobs>

Youth Sport Director / Site Supervisor Supplemental Questionnaire

***QUESTION 1**

Are you at least 18 years of age?

- ☐ Yes
☐ No

***QUESTION 2**

What is your preferred position? Select all you may be interested in.

- ☐ Youth Soccer
- ☐ Youth Basketball
- ☐ T-Ball
- ☐ Youth Volleyball
- ☐ Miracle League

***QUESTION 3**

What experience do you have related to this/these position(s)?

***QUESTION 4**

What days would you be available to work? Select all that apply.

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday
- ☐ Saturday
- ☐ Sunday

***QUESTION 5**

What times are you available to work each day expressed above?

***QUESTION 6**

How many hours would you prefer to work per week?

***QUESTION 7**

What impact do you hope to make on the kids in the program?

*** Required Question**