



POSITION VACANCY ANNOUNCEMENT

Position: Recreation Supervisor II (PT)
Salary Range: \$12.00 - \$14.00/hour
Posting Date: August 26, 2024

Department: Parks & Recreation
FLSA Status: Non-Exempt
Closing Date: Open Until Filled

Job Summary:

The purpose of this classification is to assist full time staff in the planning, organizing, and supervision of athletic programs and to act as the supervisor on duty during evening and/or weekend activities related to Athletics, Recreation Programs, and Special Events/Rentals.

Major Duties:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned as needed to ensure the efficient operation of the parks and recreation department.

- Works a flexible schedule depending on recreation activities scheduled (weeknights & weekends).
- Assists in providing general office support; greets visitors and answers telephone; collects fees. Conducts registration for recreational programs; collects registration fees, records payments, and forwards as appropriate.
- Provides information to the public regarding recreational programs, activities, events, schedules, fees, procedures, forms, or other issues; responds to routine questions/complaints and initiates problem resolution.
- Monitors crowd activity at events; enforces facility rules and regulations takes disciplinary action as needed. Provides general supervision of recreational facilities; enforces facility rules/regulations; provides information regarding programs and facilities; monitors conduct of program participants and responds to situations involving disruptive behavior or other problems; mediates conflicts/disputes.
- Receives various forms, reports, correspondence, registration forms, liability waivers, layouts, rulebooks, rules, regulations, policies, procedures, operational guides, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a computer to enter, retrieve, review, or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, sports programming, or other programs.
- Assists in preparing/maintaining soccer fields, baseball/softball fields, and football fields for use for individual games, leagues, and tournaments; drags ball fields; marks lines/boundaries on ball fields with chalk or paint; sets layouts for soccer fields, flag football fields, and baseball/softball fields; sets up pitching machine for use in baseball/softball activities.
- Performs light maintenance and field preparation; including dragging and lining fields with chalk and/or paint and required daily cleaning duties, etc.
- Operates a variety of equipment, machinery and tools used in department projects and activities, which may include a pitching machine, sports paraphernalia, infield probe, gator, weed eater, leaf blower, pressure washer, rake, pitchfork, ladder, measuring devices, carpentry tools, mechanic tools, hand tools, or general office equipment.

- Transport, loads, or unloads various equipment and materials associated with department activities.
- Administers first aid to injured persons until arrival of emergency medical personnel.
- Maintains a comprehensive, current knowledge of applicable sports/game/field rules, guidelines, policies, and procedures; maintains an awareness of new practices, procedures, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Perform related duties and responsibilities as deemed necessary.
- Must be able to travel to all recreationally utilized locations (schools, HCPR parks, etc).

Minimum Qualifications:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

- Operating lawn care and/or field equipment
- Knowledge and level of competency commonly associated with completion of a high school diploma or GED; supplemented by recreation program administration and sporting event rules; or basic supervision.

Training

- Sufficient experience to understand the basic principles relevant to the major duties of the position.

Special Requirements:

License or Certificate

Possession of, or ability to obtain within the first 6 months.

- Valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Certification in American Red Cross CPR and First Aid or a certification in another nationally recognized agency.

The successful candidate must pass a Background/Reference Check, and Pre-Employment Drug Screenings prior to the start of employment.

To Apply: All applicants must complete a Habersham County employment application. Applications can be found online at www.habershamga.com. Applications and a detailed job description can be picked up at the Habersham County Human Resources Department, Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523 in room 303. For more information please call (706) 839-0214.