



City of Helena Parks and Recreation Athletic Supervisor

Job Type: Full-time

Closing Date: January 27, 2021

Salary Range: \$45,484.66 - \$55,365.44

Description

Under general direction of the Parks & Recreation Director, the Athletic Supervisor is responsible for performing activities related to planning, developing, implementing, and evaluating youth and adult athletic sports leagues, special events and sporting activities.

Principle Duties

- Coordinate, organize, promote, and supervise the activities related to youth and adult athletic leagues, sport activities and programs; ensure appropriate equipment and materials are available for the successful operations of assigned program(s).
- Supervise recreation staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring employees are trained; ensuring that employees adhere to policies and procedures; and, making hiring, termination, and disciplinary recommendations.
- Oversee the day-to-day operations of assigned recreational program area, which includes: planning, developing, coordinating, administering, assisting with and evaluating programs, projects, processes, procedures, systems, and standards; oversee and assist with athletic facilities rentals and scheduling; and maintain adequate inventory and upkeep of equipment.
- Organize and supervise athletic events at a variety of locations in the City; evaluate sports/athletics events effectiveness, participation, and customer service through the distribution of participant surveys and make recommendations and/or develop and implement improvement or modifications.
- Participate in the development and maintenance of division budget.
- Coordinate with the Parks & Recreation Director, the development and distribution of recreational brochures, fliers, mailings, and/or other related public relations materials for events/activities.
- Perform other related duties as assigned, to include but not limited to, participating in/on a variety of meetings, internal/external committees, and/or other related boards as requested.

GENERAL INFORMATION CONCERNING CIVIL SERVICE EXAMINATIONS

THE CITY OF HELENA IS AN EQUAL OPPORTUNITY EMPLOYER. It strives for the constant improvements to the public service by employing and developing the best qualified people available regardless of their race, color, creed, sex, political beliefs, national origin, age, or handicap.

FILING AN APPLICATION: Applicants whose completed applications are not received by the date and time specified above may not be considered.

RESIDENCE: The residence of applicants is not restricted but applicants may be required to relocate as a condition of employment.