

**NORTHAMPTON COUNTY LOCAL GOVERNMENT
NOTIFICATION OF POSITION VACANCY**

January 23, 2024

RECREATION SUPERVISOR

Northampton County is accepting applications for an opening in its Wellness Center (Recreations Department). The Northampton County Recreation Supervisor organized and supervising youth and adult sports activities such as processing registrations; coordinating team selection; preparing game and practice schedules; recruiting coaches, umpires, and volunteers; acquiring sponsors; publicizing programs; ordering equipment; supervising practices and games; ensuring safety during events; ensuring departmental policies and rules are followed; and evaluating program effectiveness. Work is performed under the supervision of the Recreation Director and is evaluated by observation, discussions, reports, and public feedback of program effectiveness.

Education/Training: Graduation from a four-year college or university with a degree in recreation administration, physical education or a related field and considerable experience in coordinating athletic and recreational programming; or an equivalent combination of education and experience. Valid North Carolina Drivers' License is required. Background check is required.

PLEASE SUBMIT A RESUME AND NORTHAMPTON COUNTY
APPLICATION AVAILABLE AT www.northamptonnc.com

Mail applications to: Human Resources Department, Attn: HR Director, P.O. Box
367, Jackson, North Carolina 27845

Grade 68 – Normal Hiring Salary Range: \$41,996.19 – Negotiable

Open Until Filled

**NORTHAMPTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
AND HIRES ONLY U.S. CITIZENS AND LAWFULLY ADMITTED ALIENS.**

**NORTHAMPTON COUNTY IS A DRUG-FREE WORKPLACE. ALL
SUCCESSFUL CANDIDATES WILL BE SUBJECT TO DRUG TESTING AS A
CONDITION OF EMPLOYMENT.**

SEE COMPLETE JOB DESCRIPTION BELOW



Northampton County Local Government Job Description Recreation Supervisor

General Statement of Duties

Performs athletic and recreation program coordination and semi-skilled maintenance work within the Recreation Department and host softball tournament at the Recreation Complex.

Distinguishing Features of the Class

An employee in this class performs a variety of paraprofessional and semi-skilled duties in the management of recreation activities and grounds. Athletic and recreation coordination work includes organizing and supervising youth and adult sports activities such as processing registrations; coordinating team selection; preparing game and practice schedules; recruiting coaches, umpires, and volunteers; acquiring sponsors; publicizing programs; ordering equipment; supervising practices and games; ensuring safety during events; ensuring departmental policies and rules are followed; and evaluating program effectiveness. The employee has extensive public contact with coaches, officials, and participants requiring considerable tact and diplomacy in resolving concerns. Employee is also responsible for field and grounds maintenance and prepare activities in preparation for recreation events including athletic field preparation, mowing grass, weed eating, and making improvements to fields and grounds. Work involves considerable planning and scheduling of activities and is performed in accordance with departmental rules and policies. Work is performed under the supervision of the Recreation Director and is evaluated by observation, discussions, reports, and public feedback of program effectiveness.

Duties and Responsibilities

Essential Duties and Tasks

- Plans, organizes, and schedules athletic programs such as basketball, football, baseball, and softball; registers participants and collects fees; coordinates team selections; schedules athletic games and practices; coordinates fields and gymnasiums for practice and games.
- Publicizes recreation programs and activities of the department to the public; develops marketing materials; promotes programs to the schools; secures sponsors.
- Recruits volunteer coaches; secures officials; teaches skills and game rules games if needed.
- Observes and evaluates athletic programs, events, practices, and games for quality of competition, proper use of equipment and facilities, participation, and sportsmanship; enforces rules, policies, and regulations for participant behavior.

- Meets with coaches, officials, or parents to manage problem situations and seek resolution; makes and explains decisions based on the official game rules and department policies and procedures.
- Responds to inquiries and requests for information, deals with complaints about program staff and officials.
- Plans, schedules, coordinates, and supervises special events including tournaments and camps.
- Orders equipment and supplies; maintains inventory of equipment and supplies; assures equipment is safe, adequate and up-to-standard.
- Assists in the formulation and execution of departmental rules and policies.
- Serves as liaison with other public and private groups and agencies on programs and activities.
- Assists department staff at the registration desk with building rentals, processing participant registration, collecting fees and assist members with gym equipment.
- Prepares and maintains a variety of regular and special reports on activities.
- Performs athletic fields and grounds maintenance, duties including mowing grass, dragging, and marking ball fields, leveling dirt infields and base lines, and operating a tractor with drag and lining attachments.

Additional Job Duties

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge Skills and Abilities

- Considerable knowledge of principles, practices, and methods of recreational or athletic programs and of current trends and developments in the field of public recreation.
- Considerable knowledge of standard materials, equipment and facilities utilized in a public recreation program including required maintenance of athletic fields and facilities.
- Considerable knowledge of the methods, tools, and equipment utilized in landscape and recreation field maintenance.
- Working knowledge of the work hazards, related liabilities, and applicable safety standards and County standards.
- Skill in dealing tactfully, courteously, and firmly with program participants and the public and in collaborative conflict resolution.
- Skill in managing multiple priorities and program requirements in recreational and athletic programming and facility maintenance.
- Skill in the operation of assigned equipment and tools, tractor, riding mowers, drag and line attachments, and landscaping equipment.
- Ability to use sound judgment to enforce rules and regulations.

- Ability to establish and maintain effective working relationships with supervisors, employees, private groups, and citizens involved in recreational activities.
- Ability to express ideas effectively and communicate effectively in oral and written forms.

Physical Requirements

- Must be able to physically perform the basic life operational functions of balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, and hearing.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
- Must possess the visual acuity to prepare and analyze data, do basic accounting, read extensively, operate a computer and motorized vehicles, and perform maintenance tasks.

Desirable Education and Experience

- Graduation from a four-year college or university with a degree in recreation administration, physical education or a related field and considerable experience in coordinating athletic and recreational programming; or an equivalent combination of education and experience.

Special Requirement

- Background check with local law enforcement agency required.
- Possession of a valid North Carolina driver's license.

Disclaimer: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice. This job description defines the scope of duties and responsibilities of the position. It is not intended to describe all the essential job functions for a given position.

Position Classification

Non-Exempt