

# CITY OF SARATOGA SPRINGS

## JOB DESCRIPTION

**JOB TITLE:** Site Supervisor

**DEPARTMENT:** Recreation

**STATUS:** Part Time  
Non-Exempt  
At Will

**JOB DESCRIPTION APPROVAL DATE:**

**SALARY RANGE:** \$12.50 hr.

**SUPERVISOR:** Recreation Director and Recreation Coordinator

**GENERAL PURPOSE:**

Supervise various locations where games are played for Saratoga Springs recreational programs.

**SUPERVISION RECEIVED:**

Reports to the recreation director and the recreation coordinator

**SUPERVISION EXERCISED:**

Game Officials

**SPECIFIC DUTIES:**

- Provide good customer service to both internal and external customers, maintain positive and effective working relationships with other City employees (especially members of his or her own team), and have regular and reliable attendance that is non-disruptive
- Perform supervisory responsibilities for assigned recreation activities, services, facilities, and special events.
- Supervisory duties may include assigning and directing work, appraising performance, overseeing game officials, and addressing complaints and resolving problems.
- All actions must be in accordance with the City's policies and applicable laws.
- Responsible for program management, customer service and general facility supervision for recreational programs and events.
- Assist with the promotion, implementation, and day-to-day responsibilities of recreation programs including but not limited to youth sports, adult sports, camp programs, summer concerts, neighborhood and community programs, and other events.
- Exercise a high degree of expertise, initiative, and independent decision-making to insure customer satisfactions.
- Assist in the administration of the Recreation Office, assisting with registration, delivering recreation program information, and general customer service.
- Perform other duties as assigned.

## **JOB QUALIFICATIONS**

Education: High School diploma or GED equivalent

Experience: Must be 18 years old or older. Must have played and/or knowledge of a variety of different sports. Training will be provided.

Certifications: None

Knowledge of:

- Each sport run by Saratoga Springs Recreation
- Time Management

Ability to:

- While performing the functions of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, walk, and sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl.
- Effectively communicate with others orally and in writing.
- Stand for at least 4 hours
- Deal with the weather outside
- Run
- Lift 25 lbs.
- Manage time
- Deal with upset parents/coaches
- Be flexible

***Note: The above statements are intended to describe the general nature and level of work being performed by the Site Supervisor. This job description is not intended to be an exhaustive list of duties, responsibilities, and skill required for this position.***