

**EMPLOYMENT OPPORTUNITY
CITY OF SARATOGA SPRINGS
RECREATION SITE SUPERVISOR
PART TIME**

The City of Saratoga Springs currently has several openings for Site Supervisors; these are part time positions with the Saratoga Springs Recreation Department. These positions will work under the direction of the Recreation Coordinator and Recreation Director.

These positions are responsible for ensuring the successful on-site execution of the City's recreation programming.

ESSENTIAL JOB FUNCTIONS:

- Supervise youth sports games
- Ensure games start and end on time and keep the schedule going
- Watch referees to make sure they are performing their duties
- Supervise the facility/field where the programming is occurring
- Keep the peace between Coaches and parents and Coaches and Sports Official
- Fill in if a Sports Official doesn't show up as scheduled
- Performs other duties as assigned

JOB QUALIFICATIONS & COMPETENCIES:

Education & Experience:

- A High School Diploma or GED equivalent
- Must be 18 years of age or older
- One (1) year of experience working as a Sports Official for the Recreation Department in every sport, or equivalent experience

Certifications Required:

- None

Knowledge, Skills & Abilities:

- Demonstrate the ability to follow City policies and procedures
- Knowledge of sports and other programming being overseen
- Ability to maintain records and task lists
- Ability to prepare and submit accurate and timely reports
- Ability to communicate both orally and in writing in a concise and effective manner
- Ability to understand and follow oral instructions
- Ability to utilize good time management skills
- Ability to exercise sound and good judgment at all times, but especially in emergency situations

- Ability to interact and relate with the public in emotional situations while maintaining professional and polite demeanor
- Ability to deal effectively with program participants, parents, and staff in a pleasant, courteous, and calm manner

WORKING CONDITIONS:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work involves standing for at least four (4) hours, walking, running, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus
- The employee may be required to push, pull, lift, and/or carry up to 25 pounds
- The noise level in the work environment is usually moderately quiet while in the office and moderately loud when in the field
- Work may periodically require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl
- The employee may be required to work in outside weather conditions, in wet and/or humid conditions, in high, precarious places, near moving mechanical parts, near fumes, airborne particles, and/or toxic or caustic chemicals, or near risk of electrical shock and/or vibration

SALARY RANGE:

- Hiring Range between \$10.00/hr. and \$12.50/hr., DOQ & DOE

BENEFITS:

No benefits are offered with this position.

APPLICATION PROCESS:

To apply, please submit a City application form and Resume in person or by mail to the City of Saratoga Springs, Human Resources, 1307 North Commerce Drive, Suite 200, Saratoga Springs, Utah, 84045, or by email to hneibaur@saratogaspringscity.com, or by fax to (801) 766-9794. Applications forms may be obtained on-line at www.saratogaspringscity.com.

CLOSING DATE:

Open until filled. Send questions to Holly Neibaur at hneibaur@saratogaspringscity.com.

SUSPENSION OF PROCESS, ETC.:

The City reserves the right to reject any and all applicants, to waive any requirement set forth in this announcement, and to hire anyone as the City Manager or designee deems to be in the City's best interest, all subject to legal requirements. Any application in response to this Announcement is at the applicant's sole risk and expense. Although the City anticipates hiring one of the applicants responding to this announcement, there is no guaranty that any responding applicant will be hired.

NOTES:

- Saratoga Springs is an Equal Opportunity Employer
- The City will provide reasonable accommodations as needed
- Pre-employment drug testing, proof of employment eligibility, and background check required