



# Village of Mahomet

## Job Description

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**Department:** Parks & Recreation

**Position:** Program Site Supervisor

**FLSA status:** Non-Exempt

**Dates:** Seasonal, concurrent with youth sport seasons

**Application Deadline:** Open

**General Purpose:** Under the general supervision of the Parks and Recreation Program Coordinator - supervises activities, sporting events and participants, coaches, spectators, parents and possibly officials, may officiate at times.

### Major Duties and Responsibilities:

- ◆ Maintain control of participants and games policies.
- ◆ Effectively officiate games and tournaments.
- ◆ Thoroughly complete accident, incident, and other reports as necessary.
- ◆ Enforce department policies and procedures.
- ◆ Properly set up and maintain assigned building site.
- ◆ Must clean and properly store all game equipment.

### Knowledge, Skills, and Abilities:

- ◆ Must have a valid driver's license.
- ◆ Knowledge of appropriate sports rules.
- ◆ Certification for specific sports is encouraged but not required.
- ◆ Ability to maintain working relationship with staff and public.
- ◆ Experience working with children 5 – 14 years old.
- ◆ Current AED, CPR and First Aid certification is required.
- ◆ Dispense rosters, awards, materials for participants, coaches and instructors.
- ◆ May assist with distribution of equipment.
- ◆ Organize and set up facilities when necessary.
- ◆ Assure that all schedules are followed accurately.
- ◆ Address citizens, players, coaches concerns and questions.
- ◆ Ensure safety of staff, participants and citizens.
- ◆ May assist in coordinating, supervising and assigning officials

**Marginal Functions:**

- ◆ Attend all required meetings.
- ◆ Assist Photographer on Picture Day.

**Psychological Considerations:**

- ◆ Respond to problem situations in a mature manner and within the policies and procedures of the Department.
- ◆ Adjust teaching to meet needs of individual children.

**Physiological Considerations:**

- ◆ Lift and carry supplies up to 20 pounds.
- ◆ Running, stretching, jumping and other team sports related movements required.
- ◆ Preferably, must be able to be physically active to administer AED, CPR and First Aid as necessary.

**Environmental Considerations:**

- ◆ May be exposed to all weather conditions.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

**Disclaimer:**

The position description does not constitute an employment agreement between the Village and employee and is subject to change as the needs of the Village and the requirements of the job change.

Examples of duties listed in the position description are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similarly related or a logical assignment to the position.

Each employee's position description is maintained as part of his/her personnel file. Additional copies of position descriptions may be requested through the department head.

Applications are available at the Village Administration Office, 503 E. Main St., Mahomet and online at [www.mahomet-il.gov](http://www.mahomet-il.gov). If you have any further questions, please contact Mahomet Recreation at 217/586-6025 or e-mail [mahometrec@mahomet-il.gov](mailto:mahometrec@mahomet-il.gov).