



Office of the Town Manager
114. N Raiford Street
Selma, North Carolina 27576
Phone (919) 965-9841
www.selma-nc.com

ATHLETIC SUPERVISOR

General Statement of Duties

Plans, coordinates, implements, supervises, and evaluates a variety of recreational and athletic activities for the Town.

Distinguishing Features of the Class

An employee in this class plans, coordinates, and supervises a variety of athletic and leisure time activities for the adults and youth of the community. Work involves considerable planning and scheduling of activities and contact with participants and temporary staff. The employee modifies existing athletic programs in concert with the requested needs of the community; recruits part-time and volunteer staff as well as participants; publicizes program activities; and supervises the successful implementation of such programs. Employee also is responsible for ordering equipment and supplies and maintaining the appearance and safety of assigned grounds, buildings, and other facilities. Work is performed in accordance with departmental rules and policies and requires judgmental discretion in the application and interpretation of programs, game rules, and procedures. Employee is subject to hazards in parks and recreation, including working in both inside and outside environments and in extreme temperatures, and noise. Work may be subject to the final OSHA standards on blood borne pathogens. Work is performed under the general supervision of the Parks and Recreation Director and is evaluated in terms of program effectiveness and through observation and discussions surrounding public acceptance.

Duties and Responsibilities

Essential Duties and Tasks:

- Plans, organizes, supervises, and promotes recreational and athletic activities for various age groups including such programs as football, basketball, softball, baseball, soccer, and other activities; arranges schedules, locations, and personnel to staff such activities; oversees games and activities as Town representative.
- Recruits, instructs, schedules and supervises volunteers and paid staff; assigns and reviews and assures standards and requirements are being met.
- Schedules times and secures locations for practices, games, and tournaments.
- Registers participants for various programs; collects fees and completes proper forms; secures team sponsors; maintains various rosters of teams.
- Participates in activities to ensure play readiness of fields and clean and neat appearance of the recreation center, parks, fields, and other facilities; gives directions to staff for preparation of areas for activities.
- Purchases supplies and maintains inventory of equipment and supply needs; makes recommendations for budget of activities and programs.
- Assists in the formulation and execution of departmental rules and policies.
- Provides necessary liaison with other public and private groups and agencies.
- Plans, promotes, and conducts various athletic tournaments.
- Assists with other departmental programs and activities, as needed; participates in evaluating programs for effectiveness and community acceptance.
- Prepares regular and special records and reports as required; prepares time sheets for game officials and other part-time staff.

- Participates in preparation of departmental budget; develops and maintains departmental files, records, reports, and forms; takes and processes fees; prepares deposits; maintains rosters of participants in various athletics and recreational programs.

Additional Job Duties:

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities:

- Considerable knowledge of principles, practices, and methods of athletic and leisure time programs.
- Considerable knowledge of current literature, trends, and developments in the field of public recreation.
- Knowledge of standard resources, materials, and facilities utilized in a public recreational program.
- Knowledge of needs analysis, marketing program evaluation, and other management tools necessary for program effectiveness.
- Knowledge of the application of information technology to marketing programs and preparation and maintenance of rosters, schedules and other records and reports.
- Knowledge of safety precautions and liability issues imbedded in athletics and recreation facilities.
- Knowledge of the Town's purchasing and personnel policies and procedures.
- Skill in collaborative conflict resolution.
- Skill in supervising activities with all age groups.
- Ability to effectively plan and execute a year-round program of athletic activities.
- Ability to recruit, supervise, plan and coordinate the work of temporary, volunteer, or paid workers.
- Ability to express ideas effectively and communicate effectively in oral and written forms.
- Ability to deal tactfully and courteously with the public.
- Ability to establish and maintain effective working relationships with officials, citizens, employees, supervisors, and participants.
- Ability to establish and maintain databases, rosters, records, and reports for the department.

Physical Requirements:

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping feeling, talking, hearing, and repetitive motions.
- Must be able to perform medium work exerting up to 100 pounds of force occasionally; and/or up to 50 pounds amount of force frequently; and/or up to 20 pounds of force constantly to move objects.
- Must possess the visual acuity to prepare and analyze data, operate a computer terminal, utilize measuring devices, operate a motor vehicle, and inspect work of others.

Desirable Education and Experience:

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

Special Requirements:

- Possession of a valid North Carolina Driver's License.

The salary range for this position is \$39,637-\$61,401. This is a salary grade 13.

The Town of Selma's Application for Employment may be downloaded from the link <https://selma-nc.com/wp-content/uploads/2020/06/employment-application-3-13-2019.pdf>. The selected applicant will be required to complete a background investigation, pass a pre-employment physical and a drug-screening test. Applicants may submit a resume; *however, resumes are not accepted in lieu of a completed employment application*. It is preferred that all completed and signed Employment Applications be submitted via email to lblanton@selma-nc.com. Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Leigh Ann Blanton, HR Director, Town of Selma, 114 N. Raiford St., Selma, NC, 27576. Should you have any questions, please contact Leigh Ann Blanton either by email or phone (919) 965-9841, Ext 1005. The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer.

As required by law, the Town of Selma participates with E-Verify to determine legal employment eligibility status.