



Recreation Leader II

TITLE: Field and Gym Supervisor

MAIN PURPOSE AND SCOPE OF POSITION

The purpose of this position is to facilitate games and practices scheduled by recreation staff, and to supervise staff at assigned locations. This position reports to the Assistant Director of the Madison County Recreation Department.

DUTIES AND RESPONSIBILITIES (include, but are not limited to...)

- Maintain a neat and professional appearance. Exhibit professional conduct when dealing with all park patrons.
- Be familiar Madison County's Code of Conduct and all park policies, and be willing to enforce them if needed. Report all incidences to full time staff member as soon as possible.
- Check all facilities to insure they are in proper working order, and have adequate supplies.
- Set out and return any needed equipment for the day's activities.
- Insure that concession workers and scorekeepers are performing their jobs adequately. Make sure all closing duties are completed before the concession workers leave.
- Make sure all lights are off and exterior doors are securely closed at the end of the day.
- Ability to make decisions regarding delays due to inclement weather.
- Work with volunteer based associations/committees as well as the public and address their questions courteously and tactfully.
- Performs other related duties as required or assigned.

KNOWLEDGE AND SKILLS REQUIRED

- Ability to work effectively with a wide range of constituencies in a diverse community; working effectively, compassionately and creatively with all ages.
- Knowledge and application of county and department policies, procedures, and equipment.
- Skill in oral and written communication.

PHYSICAL DEMANDS:

The employee is regularly required to use hands, arms, talk or hear. Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. Tasks require the ability to exert physical effort in light work and also involve some lifting, carrying, pushing and/or pulling of objects and materials of up to 50 pounds.

WORK ENVIRONMENT:

The successful candidate must be available to work a flexible schedule to include nights, weekends, and some holidays in support of county programs and events. Performance of essential functions may require exposure to adverse environmental conditions, such as heat/cold, dirt, dust, pollen, odors, wetness, humidity, rain, hazardous materials, unsafe structures, heights, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, animal/wildlife attacks, or animal/human bites.

MINIMUM QUALIFICATIONS:

- At least sixteen years old.
- Minimum of one year's experience with MCRD or similar experience.
- Ability to lift a minimum of 30 pounds.
- Ability to work evenings and weekends; flexible hours.
- Ability to communicate well with other workers and the public.
- A valid driver's license or reliable transportation to and from job site.
- Certification in First Aid and CPR is recommended (or that ability to obtain within 6 months of employment).

All applicants must complete a Madison County Board of Commissioners employment application. Applications may be downloaded and printed from the website at <http://www.madisoncountyga.us/Dir/Departments/Human-Resources/28/> or you may receive an application at the Madison County Courthouse located at 91 Albany Ave, Danielsville, GA 30633.

http://hosting.ssuinc.net/madisonhr/browse_jobs.asp

Direct Link to job openings in MC