

City of Placerville
Recreation & Parks Department
Part-Time, Seasonal Job Description

PROGRAM SITE SUPERVISOR

Under the direction of the Recreation Supervisor and/or League Director, the Program Site Supervisor is responsible for the on-site operation of City of Placerville sponsored Youth/Adult Sports Programs.

DUTIES AND RESPONSIBILITIES:

The Program Site Supervisor will assist in the following duties and responsibilities: opening and closing of facilities, scorekeeping; supervising scorekeepers, volunteer coaches, participants, and spectators; caring for facilities, enforcing of league policies and procedures; ensuring the smooth operation of programs; maintaining positive public relations; representing the City of Placerville with professionalism and maturity.

MINIMUM QUALIFICATIONS:

Age: Applicants must be at least 16 years of age.

Education: Completion of junior year of High School, additional education desirable.

Experience: One (1) season experience in youth leadership, and prior scorekeeping experience desirable.

Completion of training program with City of Placerville is required.

LENGTH OF EMPLOYMENT

Seasonal depending on league dates.