

**PLEASANT DALE PARK DISTRICT
JOB DESCRIPTION**

JOB TITLE: Athletic Field Supervisor

DEPARTMENT: Recreation

SUPERVISION: Reports to: Athletic Supervisor
Responsible for: Rec leagues

SUMMARY:

The Athletic Field Supervisor is responsible for supervising the usage of park district fields and overseeing the overall security of Walker Park & Pleasant Dale Park District property.

QUALIFICATIONS:

1. At least 16 years of age
2. Hold or obtain current CPR/AED certification upon hiring

REQUIRED SKILLS:

Ability to perform light physical work, lift and carry up to 20 pounds and occasionally 50 pounds. Ability to stand, walk, sit, ride, reach, grasp, and perform body movements.

DUTIES & RESPONSIBILITIES:

1. Monitor league play on all fields/courts
2. Supervise game officials, and communicate essential league information to them
3. Answer patron questions, concerns, and comments.
4. Communicate with Athletic Supervisor about all aspects of the league
5. Follow correct accident reporting procedures
6. Follow park district policies and procedures at all times
7. Display quality customer service skills while interacting with the public and handling patron comments, questions, and concerns.
8. Perform all other duties as assigned by the Athletic Supervisor.

PHYSICAL DEMANDS/WORK CONDITIONS:

1. Ability to work in an outdoor setting under extreme weather conditions including heat, cold, wind, rain, snow, etc.

2. Intimate knowledge and understanding of league rules and ability to learn all rules and procedures specific to league.

SAFETY ISSUES:

Actively support the loss control program that will effectively control and reduce accidents.

Obey the practical safety rules, regulations and procedures established by the loss control program that is pertinent to the activities conducted.

Promptly report to the Safety Coordinator all accidents and injuries occurring within the course of employment, no matter how minor.

Promptly report to the Safety Coordinator all unsafe actions, practices or conditions observed.

Accident report must be filled out for each incident.