



## Raytown Parks & Recreation City of Raytown

5912 Lane  
Raytown, MO 64133-3751

Phone: 816/358-4100  
Fax: 816/358-8791  
[www.raytownparks.com](http://www.raytownparks.com)

### Position Announcement – Sports & Special Events Supervisor

**Department:** Parks

**Posted:** March 2024

**Status:** Non-Exempt

**Salary:** \$21.96-\$32.95/hr. + benefits

#### **Job Description:**

Administers (planning, budgeting, organizing, marketing, coordinating, staffing, supervising and evaluating) for all recreational sports programs and department sponsored special events. Determines the community's need for recreational sports and community special events and takes the lead in planning to meet those needs.

#### **Required Knowledge, Skills and Abilities:**

Ability to successfully administer a variety of recreational sports programs and community special events to include effective communication skills and practices and strong organizational and leadership skills. Design and coordinate community special events which may entail co-sponsorship with other public/private organizations.

#### **Special Requirements:**

Bachelor's degree from an accredited university or related work experience with at least three years of full-time work experience including at least one year of supervisory experience.

#### **ADA Requirements:**

**Physical Requirements:** Tasks involve frequent walking, standing, bending, stooping, climbing, basic hand-eye coordination, and lifting and carrying moderately heavy (20-50 pound) items and occasionally very heavy (100 pounds or over) items.

**Environmental Requirements:** Tasks may require frequent exposure to adverse environmental conditions.

**Sensory Requirements:** Tasks require sound, depth, texture, visual and oral perception and discrimination.

**Schedule:** Monday – Friday, 8 am – 5 pm plus some evening and weekend work as required.

**Benefits:** Full-time position eligible for City benefits.

**Application Process:** Complete employment application. Application may be obtained from and should be returned to Raytown Parks & Recreation, 5912 Lane Ave., Raytown, MO 64133. Email: [maryann@raytownparks.com](mailto:maryann@raytownparks.com). Description and application found at [www.raytownparks.com](http://www.raytownparks.com).

**Closing Date:** Open until filled.

EEO/AA/ADA

# **Raytown Parks & Recreation Department**

## **Position Description**

**Title: Sports & Special Events Supervisor**

**Status: Regular, Full-time, Non-Exempt**

**Reports To: Parks & Recreation Director**

**Supervises: Seasonal Recreation staff**

### **DESCRIPTION OF DUTIES**

**GENERAL:** Working within the department's mission statement, administers all department sponsored recreational sports programs, to include NYSCA coaches training and community special events. Performs general office administrative duties; answers phones, serves as a back-up to the position of Administrative Services Coordinator.

### **RECREATIONAL PROGRAMS AND CLASSES:**

- Determines the community's need for recreational sports and community special events and takes the lead in planning to meet those needs.
- Administers (planning, budgeting, organizing, marketing, coordinating, staffing, supervising and evaluating) for all recreational sports programs and department sponsored special events.
- Coordinates and communicates program planning with the Administrative Services Coordinator and Superintendent. of Parks to ensure their division's timely support and cooperation, when needed.
- Promotes and coordinates the department's youth sports coaches training program (NYSCA) with local area youth sports organizations consistent with departmental policy.
- Maintains appropriate records and documentation (rosters, league standings, evaluations, etc.) on all programs and participants, and prepares a detailed monthly Activity Reports to the Director and Park Board.
- Performs labor on sports facilities (indoor and outdoor) to prepare them for play.
- Recruits, hires, trains and supervises all seasonal sports staff (scorekeepers, tennis instructors, officials, etc.).
- Answers the telephone and take program registrations, shelter house reservations, and reserving recreation facilities and theme park tickets.
- Serves as a primary backup to the Administrative Services Coordinator for vacation and sick leave needs.
- Performs other related duties as directed by the Director of Parks & Recreation which may include working with the Board of Directors of the Raytown BMX Association and other local private youth sports organizations.

**QUALIFICATIONS:** (Candidates must possess the required certifications at the time of employment or obtain them within 6 months from the date of employment and maintain them throughout employment with this department.)

- Ability to successfully administer a variety of recreational sports programs and community special events to include effective communication skills and practices and strong organizational and leadership skills.
- Ability to design and coordinate community special events which may entail co-sponsorship with other public/private organizations.
- Ability to communicate and work courteously and effectively with people representing the general public, salesmen, and co-workers - this requires good interpersonal skills.
- Ability and skills to effectively and efficiently use Windows Microsoft Word and Excel and ability to learn the custom software programs used by the Department.
- Ability to promote Parks programs and events through design of promotional material and in the use of social media to contact current supporters and new patrons to Parks activities.
- Ability to hire, train, supervise, evaluate, and lead by example seasonal staff requiring effective teaching/coaching/supervising skills.
- Ability and willingness to work a flexible schedule during periods of heavy workload or when the Administrative Services Coordinator is sick or on vacation.
- Ability to write and negotiate contracts for facility use on Parks property, or for Parks activities on other property, and for using contractors for Parks special events.
- Clinician certification for NYSCA training. Ability to conduct State of Missouri Sexual Offender background checks.
- Consistent, dependable, and punctual attendance performance.
- Requires a Bachelor's degree from an accredited university or related work experience with at least three years of full-time work experience including at least one year of supervisory experience.
- A valid Missouri Driver's License.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation(s) if needed may be made to empower individuals with disabilities to undertake the essential functions of the position, in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace. EEO/AA/ADA

This document is a position description only, and is not, nor can it be implied to be a contract of employment.