



Job Title:

Sports Site Supervisor

Reports to:

Sports Director

Position Summary:

Under the direction of the Sports Director, the Sports Site Supervisor is responsible for equipment set-up/take down, picking up trash at event area, minor first aid treatment and acting as the representative for the Maize Recreation Commission during the athletic event.

Education, Experience & Training:

- CPR and First Aid certified, or the willingness to obtain certification upon employment.

Qualifications:

- Must be at least 18 years of age.
- General understanding of the sport you are supervising.
- Ability to work independently and without direct supervision.
- Must have a valid driver's license.
- Ability to work with patrons and staff and exercise good judgment when interacting with people.
- Ability to lift up to 50 lbs.

Duties and Responsibilities:

- Prepare field for play by setting up any necessary equipment.
- Put away all equipment used at the conclusion of day.
- Clean up debris and garbage at the conclusion of day in and around surrounding field/area.
- Remain on site at all times during activity.
- At ball fields, turn on lights when necessary.
- Attend to the general tidiness and safety of the field and surrounding areas.
- Provide first aid supplies to participants injured during activity. Complete accident/incident reports in their entirety and submit within 24 hours of the incident.
- Inform Director of daily operational needs, problems, and player/parent feedback.
- Remain calm and alert while executing emergency evacuations and severe weather alert procedures.
- Perform other duties as assigned by the Sports Director.

Hours:

- Fall (Soccer, Flag Football, Volleyball) – Saturday mornings and early afternoons.
- Winter (Basketball) – Saturday mornings and early afternoons.
- Summer (Baseball/Softball) – Evening hours Monday – Friday.

Pay Scale:

\$12 - \$15 per hour depending on experience and knowledge.

Please submit your resume to Seth Carey at scarey@maizerec.com. This position is open until filled.