



CITY OF SENECA  
221 East North First Street  
Seneca, South Carolina 29678  
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www.Seneca.SC.US

## City Of Seneca – Position Description

**JOB TITLE: Recreation Site Supervisor**

**DEPARTMENT: Recreation**

**STATUS: Part-Time (approximately 15 – 25 hours week)  
Non-Exempt  
At will**

**SALARY RANGE: \$12.00/hr.**

### **GENERAL PURPOSE**

Supervise various locations where games are played for City of Seneca recreational programs. Help establish and maintain a safe, positive, and fun sports environment for all participants. Follow all City and Department guidelines and policies. Weekend, holiday and evening hours scheduled as needed.

### **DUTIES AND RESPONSIBILITIES**

- Serves as a representative of the City of Seneca & Recreation Department.
- Performs a range of tasks during the supervision of various athletic programs.
- Disseminates program information to patrons; answer questions and helps resolve problems.
- Fills in as an official or umpire for sporting events when needed.
- Distribute equipment as needed to teams.
- Serve as the point of contact for officials.
- Communicate with Athletic Director
  - Any schedule changes, illness, absences, etc.
  - Injury to participants – fill out form(s)
- Provides program set-up and tear-down as scheduled.
- Secure facility/equipment at end of shift.
- Demonstrates safe work habits with awareness of co-workers and public safety.

### **JOB QUALIFICATIONS**

Education: High School Diploma or GED equivalent

Experience: Must have played and/or have knowledge of a variety of different sports.

Knowledge, Skills and Abilities:

- Must be highly motivated, professional, and have the capacity to take direction successfully.
- Comprehensive knowledge of youth sports.
- Ability to handle sensitive or stressful situations with tact and diplomacy.
- Ability to work with diverse people.
- Ability to work successfully in a team-oriented atmosphere with emphasis on effective communication and cooperation.
- Must have a valid SC Driver's License.
- Must be a minimum of 18 years of age.

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*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.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*