



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

<b>POSITION TITLE.....:</b>	Part-Time Athletic Supervisor
<b>DEPARTMENT.....:</b>	Parks and Recreation
<b>DIVISION.....:</b>	Recreation
<b>CLASSIFICATION/GRADE.....:</b>	Sr. Groundsman
<b>REVISED.....:</b>	08/2021
<b>REPORTS TO.....:</b>	Director of Parks and Recreation and/or Athletic Program Coordinator
<b>REVIEWED.....:</b>	01/2022
<b>WAGES.....:</b>	Salary

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### **SUMMARY:**

Under the direction of the Director of Parks and Recreation and/or Athletic Program Coordinator, the Athletic Supervisor assist in coordinating functions of athletic programs. Assist the Director and/or Athletic Program Coordinator in administering and supervision of athletic programs.

### **BASIC FUNCTIONS:**

1. Plans, initiates, organize and supervise recreation programs in accordance with the interest and needs of the community.
2. Supervises subordinate personnel in the area of assigned responsibility.
3. Studies the needs of recreation programs and gives recommendations.
4. Assist in the promotion, organization, and direction of recreation programs.
5. Assists recreation volunteers in planning and organizing activities.
6. Maintain schedules for recreation programs as assigned.
7. Supervise activities at various venues during the season.
8. Attend and assist in conducting meetings related to recreation programs as assigned.
9. May be required to attend recreation program activities that are held outside of Terrebonne Parish.
10. Assist in conducting tournaments related to recreation programs.
11. Assist in conducting All-Star tryouts for recreation programs.
12. Report to TPR Staff regarding sporting activities, complaints made, and actions taken or needed such as ejections or other disciplinary actions.
13. Confer with other TPR Staff, Officials, Coaches, Players, Gym Supervisors, Field Directors, or Supervisors in order to provide information, coordinate activities, and discuss problems.
14. Should have knowledge of official game rules and procedures.
15. Work with Gym Supervisors and Field Directors at different venues to ensure ID badges are worn at all times by personnel or volunteers.
16. Coordinate with the TPR personnel and/or fill in as needed if officials or other personnel fail to show on time to games and a replacement is required.
17. Administer all TPR policies and procedures, assuring a safe and healthy workplace.
18. Address issues, problems, and concerns during facility use times in a polite and professional manner.
19. Report any accidents, problems, or issues as appropriate to TPR Administration on or before the next business day.
20. Contact the Athletic Program Coordinator or TPR Director if there are serious problems or issues that need to be addressed immediately.
21. Escort ejected fans, coaches, players, etc. from the facility and report incident to TPR Administration on or before the next business day.

22. Assist in training, supervising, and evaluating subordinates such as but not limited to officials, scorekeepers, and clock operators.
23. Fill out monthly calendar reports.
24. Performs and coordinates assignments as directed by the Director of Parks and Recreation and/or Athletic Program Coordinator.
25. Any and all other job-related duties as assigned.

**OTHER REQUIREMENTS:**

1. Submitting to a background check.
2. Annual concussion training and any other training or certifications as may be required.
3. Must be willing to work amended and extended hours as assigned, including nights, weekends, and holidays to support the department's functions.
4. All Parish employees are required to complete Louisiana State Ethics Training annually.

**EDUCATION/EXPERIENCE:**

1. High School Diploma, GED or equivalent.
2. Prior experience is a plus.