

POSITION OPENING

Recreation Site Supervisor

Special Working Conditions: Seasonal & non-seasonal, part-time, non-benefited position. Evenings, weekends, and some holidays.

Salary: \$12.39 - \$13.16, DOE + free premium family membership

Minimum Qualifications:

- 16 years of age or older.
- Ability to work nights, weekends, and holidays as assigned.
- Excellent communication skills.
- Ability to solve problems quickly.
- Strong organization skills.
- Current First Aid/CPR certification or ability to obtain within six months of hire.

Preferred Qualifications:

- 18 years of age or older.
- Experience in recreation, sport, or tourism work setting.
- Previous supervisory experience.

Position Purpose: The Recreation Site Supervisor is responsible for overseeing and facilitating various recreation programs including but not limited to: pickleball leagues, youth soccer, youth flag football, and youth basketball. The site supervisor will also participate in special events as assigned by the recreation manager. Position hours are flexible, and based on employee availability. Hours range from 5-25 per week.

Essential Functions and Duties:

- Facilitates set-up and take-down of equipment for recreation programs.
- Manages equipment and supplies for recreation programs.
- Organizes and directs on-site staff.
- Hands out schedules, rosters, and court assignments.
- Ensures the facility or venue is safe for participants.
- Reports accidents to program coordinator or manager on duty.
- Assists patrons who may have questions or problems.
- Ensures that programs are run efficiently and safely.

Interested candidates can send their application or resume to programs@cottonwoodheights.com

An online application form can be found at cottonwoodheights.com/jobs