



Department: St. Mary's County Recreation and Parks
Division: Youth Sports
Position: Sports Specialist – Youth Basketball & Indoor Soccer
Rate: \$22.37/hour
Job Location: Various Recreation Centers & Public Schools throughout St. Mary's County
Hours: Weekends & Evenings - up to 20 hours/week (Nov-Mar)

Supervision:

Supervisor: Program Coordinator

General Statement of Duties:

Assists with oversight and supervision of St. Mary's County Recreation and Parks youth sports programs and assists Program Coordinator in sports program operations. Travel to practices and games on weeknights and weekends to observe and supervise youth basketball and indoor soccer. Knowledgeable of department procedures and policies relating to sports programs. Enforce policies and procedures with volunteer coaches, spectators, players, and sports staff.

Essential Responsibilities:

The program supervisor will:

- Implements and assists with supervision of the youth basketball and indoor soccer programs in conjunction with Program Coordinator.
- Works cooperatively with the sports program staff, coaches, parents, players and facility staff to coordinate practices and games.
- Maintains a professional self-image and project the values of the department.
- Interact respectfully and professionally with all customers and staff.
- Supervise customers' use of facility to ensure safe and appropriate usage of facility; Assist customers with facility usage (supplies, equipment, etc.)
- Demonstrate flexibility and adaptability to work in a variety of situations and environments that are changing.
- Assists with administrative tasks such as supply inventory, delivering supplies, and contacting volunteers and staff
- Maintains records and prepares reports on participation; conducts program evaluations and surveys.
- Adheres to the Department's procedures, policies, and confidentiality.
- Attend mandatory meetings and trainings.
- Provides ideas and suggestions to the Program Coordinator for improving programs and services.
- Assists with scheduling, monitoring, and evaluating the work of assigned sports staff and volunteers.
- Advises participants and parents of sports schedules, policies, and procedures.
- Enforces department policies and procedures for youth sports.
- Acts as a positive ambassador for the Department.

Job Specifications

Minimum Qualifications: Must be at least 21 years old.

Education/Experience: High School diploma or equivalent. Experience in facility supervision, youth sports or management preferred. Must be available to work weekends and weekday evenings. CPR and First Aid certification preferred.

Required Knowledge and Skills/Abilities:

- Judgement/Decision Making – Uses logic and reasoning to understand, analyze, and evaluate situations and exercises good judgment to make appropriate decisions.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, organizations, and the public. Refers complex inquiries to Recreation Specialist or Program Coordinator.
- Customer Service – ability to provide an excellent experience for customers by anticipating and meeting customer needs.
- Communication – Considerable ability to effectively communicate with children, families, and staff. Ability to listen and understand information and ideas presented verbally or in writing. Ability to communicate verbally professionally and effectively and in writing.
- Problem-solving – ability to anticipate problems and develop and implement appropriate solutions.
- Strong planning skills and attention to detail.
- Work irregular hours, to include nights and weekends.

Additional Requirements:

An acceptable general background investigation to include a Federal, State, and local State criminal history, and a sex offender registry check. Individuals in this position cannot be listed as having a founded child abuse or neglect complaint and must pass a Child Protective Services check.

This position requires Saturday and Sunday work hours between 8am and 5pm and some weeknight hours to attend and supervise youth sports games and practices. Must have own transportation to travel to various locations throughout St. Mary's County.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to stand; walk; run; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Employee must be able to communicate with people. Specific hearing abilities required by this position include hearing normal conversations, alarms, and other emergency signals. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus. The employee may be required to work outside.

To Apply: Complete the Recreation and Parks application found at www.stmaryscountymd.gov/docs/jobapplication.pdf. Complete application and submit to Zachary.zalovick@stmaryscountymd.gov

Contact: Zachary Zalovick, 301-475-4200 ext. 1830, zachary.zalovick@stmaryscountymd.gov