CITY OF NEWPORT invites applications for the position of:

Sports Program Supervisor

SALARY: $3,986.00 - $5,225.00 Monthly

DEPARTMENT: Recreation
DIVISION: Sport Programs
OPENING DATE: February 5, 2020
CLOSING DATE: March 10, 2020 at 5 PM

PURPOSE:
Provide leadership and supervision for sports, special events, and other recreation-related programs and activities for youth and adults in the community. Organize and implement safe, fun, structured programs that foster skill, development, teamwork, sportsmanship, physical fitness, and recreation. Manage and supervise a comprehensive calendar of programs to include athletics, sports, special events, and other recreation programs. Lead the decision-making process for various county-wide and school sports programs.

QUALIFICATIONS:

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS
Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills, and experience would be a Bachelor's Degree in Recreation/Leisure Services, Physical Education, Sports Management, or a related field (or an equivalent combination of education, major course work, and experience), AND 4 years professional experience in the area of recreation management and organized recreational programs, AND 2 years in a lead or supervisory capacity.

KNOWLEDGE: Proven understanding of the principles and ideas of recreation in a public setting. Knowledge of the principals of exercise and sport science. Knowledge of terminology, techniques, methods, supplies and equipment, basic rules, and skills involved in a variety of sports. Knowledge of techniques in supervising various recreational activities. Knowledge of the philosophy and objectives of the recreation profession, and the purpose, use, and benefit of various elements of specific programs.

SKILLS: Must be proficient in the use of basic computer software including: Word, Excel, Publisher, and basic web design and updates. Must have excellent presentation, verbal, and written communication skills. Must have excellent interpersonal skills, being confident and at ease with a variety of personalities, both internally and externally. Must be a facilitator, and have conflict resolution skills. Must have effective team management skills. Must be self-motivated with proven ability to work independently and demonstrate strong leadership and team-building skills.

ABILITIES: Ability to establish and maintain an effective working relationship with city management, employees, Council members, other entities, and the general public. Ability to apply knowledge of the human body to teaching or coaching in order to create the safest possible environment for participants in sporting activities. The ability to articulate clearly and concisely, tailored to a target audience. Ability to instruct and supervise recreation programs efficiently. Ability to honor the confidentiality required of this position. Must be able to develop strong business relationships with individuals, both internal and external, and with customers and citizens. Ability to work a varied and flexible work schedule to include evenings and weekends. Physical ability to perform the essential job functions.
SPECIAL REQUIREMENTS
Valid Oregon Driver's License at time of hire. Infant and Child CPR, First Aid/Adult CPR/AED at time of hire, or the ability to obtain within 3 months of hire.

PHYSICAL DEMANDS
While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility, including the ability to frequently lift or move materials up to 25 pounds, and occasionally lift or move materials up to 60 pounds. The position requires the ability to operate a motorized vehicle. Manual dexterity and coordination are required approximately 15% of the work period to operate such equipment as computers, keyboards, telephones, and standard office equipment. The position requires the mobility to interact with and use Parks and Recreation equipment.

WORKING CONDITIONS (WORK ENVIRONMENT
Work location is both indoors and outdoors where most work occurs in a recreational/gymnasium or park setting. Subject to 24-hour call back.

HOW TO APPLY
All applications for this position must be submitted via our online application system at https://www.governmentjobs.com/careers/cityofnewport.

Only complete applications will be considered. Please submit a cover letter and a resume with your application. Please do not fax, mail or e-mail any documentation. You will receive a confirmation email when your application has been successfully submitted.

The City of Newport is an EEO employer and veteran's preference provider. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected under state, federal, or local law.

All offers of employment are subject to successful completion of a background check, reference checking, and in the case of safety sensitive positions, drug and alcohol testing.

Position #2020-00004 SPORTS PROGRAM SUPERVISOR 2.5.20