

**DERBY RECREATION COMMISSION
JOB DESCRIPTION**

Position Title: Field Supervisor **Department:** Programs
Reports To: Sports Director **Salary Range:** \$10.00- \$17.00/hour
Last Updated: July 2008

Position Summary: Responsible for overseeing league games and tournaments conducted by the DRC.

Qualifications: at least 18 years of age and posses a valid drivers license. Must have some type of interest or playing background in respective sport. Must be able to pass a criminal background check. Policy available under employment at www.derbyrec.com.

Essential Job Functions (listing most important first):

1. Always arrive at assignment 15 minutes prior to first scheduled contest.
2. Always wear shirt or other identification clearly marking staff as representing DRC.
3. Moderate any problems or disputes not solvable by officials or participants.
4. Call Sports Director on any weather issues or with equipment issues.
5. Solve or report and cleanliness or facility issues.
6. Always bring proper needed equipment, a copy of league rules, tournament brackets, contact numbers etc. with you to each assignment.
5. Responsible for working all assignments. If a substitute is necessary, contact the DRC Sports Director as early as possible and have a backup official already lined up. The Sports Director will determine if the backup person is acceptable.
6. Responsible for any DRC equipment that is checked out to you (game balls, umpire/official equip.).
7. Inclement weather: Cancellations by the DRC are determined at 4:00 p.m. for baseball/softball and 8:00 am for all other sports. The officials make cancellations after those times on the field.
9. Responsible to put away any DRC equipment:
Baseball/softball-bases, game balls and batter tees go in to the concession stand.
Soccer-keep game ball all season.
10. Make sure all field or gym and scoreboard lights are turned off when you leave the facility.
11. Take scoresheets or scorebooks to the DRC when you are done with each assignment and drop them into the night deposit slot on East Side of the Community Center.
12. Attend all meetings and/or clinics assigned by DRC Sports Director.

13. Follow DRC procedures and rules for each individual league or division.
14. Work all dates and carry out all duties assigned by the Sports Director.

EDUCATION: High School diploma preferred.

EXPERIENCE: Basic knowledge of the applicable sports is desirable.

PHYSICAL REQUIREMENTS: Functions may be performed in an environment that may cause exposure to sun. Need to have the ability to see and hear, and move about. Must possess an audible voice for communication and ability to lift light equipment.

Exempt/**Non Exempt** Full-Time/**Part-Time** Permanent/Temporary/**Seasonal**

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.