



Basketball League Supervisor – Part Time

DEPARTMENT: Parks and Recreation
REPORTS TO: Parks and Recreation, Recreation Coordinator
DATE: 9/4/25
FLSA DESIGNATION: *Non-Exempt, Seasonal, Non-Union*
WAGE: \$20.00 an hour

About the Position

This is a part-time position responsible for assisting the Recreation Department with overseeing the operations of their Youth Basketball League, ensuring games run smoothly and safely. This seasonal position involves supervising referees, coordinating with volunteer coaches, and managing game day activities under the direction of the Recreation Coordinator.

Essential Duties and Responsibilities

- Attend all scheduled games and arrive 30 minutes prior to game time.
- Supervise referees that are assigned to all league games.
- Enforce game rules, promote good sportsmanship, and ensure safe and enjoyable experience for all participants.
- Oversee staff assigned by the Recreation Coordinator, including scorekeepers, referees, and custodians.
- Assist in communication with coaches and all necessary league preparation.
- Act as a point of contact for coaches, parents, and players, answering questions and resolving issues to ensure satisfaction.
- Set up, take down, and clean up facilities after each game day.
- Understand, communicate, and enforce all department and program safety rules and procedures to ensure participants, coaches, and staff are safe at all times.
- Assist with all other related duties assigned.

Minimum Qualifications Required

- Must be at least 18 years of age.
- Minimum of 1 year experience working or coaching in youth sports.
- Strong foundational knowledge of basketball, including gameplay, rules, positions, team dynamics, and terminology.
- Ability to make sound decisions in a competitive environment.
- Ability to establish and maintain effective working relationships with league staff and the general public.

Necessary Special Requirements

- American Red Cross CPR/First Aid Certification must be obtained within 60 days of hire. Certification will be provided.
- Demonstrate knowledge of program development, facility operations, and personnel management.
- Ability to referee basketball games.

Physical Requirements

Ability to move freely around basketball courts, and gymnasiums, including running on a basketball court, climbing bleachers and stairs as needed. Must be able to stand and walk for extended periods (up to 4-8 hours per shift), especially during games or events. Ability to lift and carry equipment or supplies (basketballs, scoreboards, signage) weighing up to 25-50 pounds. Sufficient vision to observe games, ensure player safety, monitor equipment, and complete paperwork or reports. Clear verbal communication is required to interact with players, referees, coaches, staff, and spectators. Must be able to hear whistles, alarms, and other auditory cues. Ability to operate standard office and sports equipment (scoreboards, radios, clipboards).

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned as needed by the Recreation Coordinator or their representative.