

**Johnson County Park & Recreation District**  
**Job Description**

**Job Title:** Okun Fieldhouse Supervisor / Mid America West Supervisor / Front Desk Supervisor  
**Department:** Sports and Facilities North Division  
**Supervisor:** Youth Sports Coordinator  
**Pay:** \$10.00 per hour

**Summary:** Facility supervisor during evening and weekend business hours, supervisor of on-duty staff, direct contact with the public, responsible for daily functions during working hours.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Open and/or close of the facility
- Supervise subordinate staff
- Supervise the conduct of participants/patrons
- Ensure policies are followed
- Provide customer service; handles complaints/concerns, resolves problems in relation to league and tournament play, and court/field practice rentals.
- Light paperwork and data entry
- Responsible for day-of weather line updates
- Ensure weather policies are followed

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals to perform the essential functions.

**Education and/or Experience**

18 +. Experience in an athletic facility or sports office is preferred. Experience working directly with the public. Knowledge of customer service expectations and ability to solve customer service issues. Experience following direction and delegating. Ability to self-direct and take initiative.

**Language Skills**

Ability to read and comprehend instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; reach with hands and arms; and talk or hear. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate to loud.

**To Apply:**

Visit [www.jcprd.com](http://www.jcprd.com). Locate the Okun Fieldhouse Supervisor job description on the Employment page.

OR

Email resume and brief statement of interest to [stephanie.chase@jocogov.org](mailto:stephanie.chase@jocogov.org).