



City of Shoreview

JOB OPPORTUNITY

- 4600 North Victoria Street, Shoreview, MN 55126 •
- www.shoreviewmn.gov •

RECREATION PROGRAM SUPERVISOR (Sports Emphasis)

The City of Shoreview Parks and Recreation Department is now hiring a full-time Recreation Program Supervisor to create exciting recreational activities for people of all ages. This position is primarily focused on sports programming for youth and adult participants. Recreational programs are a key part of the quality of life and value we provide to our residents.

Duties include:

- Develop, implement and evaluate a variety of sports-related programs including basketball, wrestling, track, lacrosse, youth t-ball, baseball and soccer leagues, adult softball leagues, pickle ball, tennis, volleyball, flag football, ice skating lessons, afterschool sports, esports, outdoor ice rinks, etc.
- Select, train, assign and evaluate Associate (part-time) staff.
- Recruit and train volunteer coaches.
- Develop new program offerings.
- Schedule program staff, equipment and supplies.
- Provide consistent, high quality customer service to participants.
- Prepare program budgets; track and monitor revenues & expenses.
- Write and edit information for brochures, flyers and other promotional materials.
- Liaison to youth athletic associations.
- Facility and field scheduling.
- Other duties and special projects as appropriate or assigned.

Minimum Qualifications:

- Bachelor's or Master's degree in Parks & Recreation, Leisure Studies, Physical Education or closely related field
- Three years experience in general recreation programming
- Three years supervisory experience
- Valid, unrestricted driver's license and satisfactory motor vehicle report

Desired Qualifications:

- Additional recreation programming experience
- Additional supervisory experience
- Experience with a variety of sports-related recreation programs
- Experience working with youth athletic associations

2021 Hiring Salary Range: \$67,018- \$70,429 plus excellent benefits. (2021 salary range: \$67,018-\$81,515. Proposed 2022 salary range:\$69,035-\$83,970)

To Apply: Go to shoreviewmn.gov/jobs.

Deadline: Open until filled. First consideration given to applications received by December 20, 2021.

The City of Shoreview is an Equal Opportunity Employer. We are committed to building a culturally diverse workforce and encourage all qualified candidates to apply.