

**NOW HIRING – ATHLETIC PROGRAMS SUPERVISOR – Deadline: August 28, 2025**

The Town is currently seeking an Athletic Programs Supervisor. An employee in this class plans, organizes, coordinates, and supervises children, youth, and adult sports, recreational activities, and events for the citizens of the community. Work involves considerable planning and coordination with full and part-time town and department staff and varied athletic organizations and/or Burke County Parks and Recreation for a variety of team sports and leagues; recruitment of coaches, officials, and volunteers; and evaluation of the program's effectiveness. Work includes preparing schedules, ordering equipment, coordinating or performing field preparation, supervision of practices and games including possible janitorial duties, and marketing the programs. The employee recommends rules, policies, and other regulations to insure safe, effective and enjoyable programming that maintains public acceptance and has extensive public contact with coaches, officials, participants and parents. Work is performed in accordance with departmental rules and policies and requires judgment and discretion in the application and interpretation of program policies, game rules, and procedures. Employee is subject to hazards in recreation, including working in both inside and outside environments, in hot and cold weather, and exposure to noise, dust, etc. Duties may expose the employee to human body fluids in emergencies thus is subject to the OSHA requirements on blood borne pathogens. Employee will be expected to be available weeknight and weekend hours dependent on program and event schedules as a part of a 40 hour work week.

**Education & Experience Requirements:**

Bachelor's degree in Parks, Recreation, and Tourism Management, Sports Management/Recreation Administration or Management, Physical Education, or closely related field and experience in recreation and athletics, preferably in a municipal setting; or an equivalent combination of education and experience.

**Special Requirements:**

Valid North Carolina Class B Driver's License or out of state equivalent.

Valid First Aid/AED/CPR Certification or ability to obtain within 30 days of hire

**Physical Requirements:** Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, reaching, standing, walking, pulling, pushing, lifting, grasping, feeling, talking, and hearing. Must be able to perform medium work exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects. Must possess the visual acuity to prepare and analyze data, have working knowledge of Microsoft Word and Excel, as well as cloud-based design and communication software/applications, and make visual inspections to determine accuracy, neatness, and thoroughness of work.

**Compensation and Benefits:**

The Town of Valdese offers a competitive salary commensurate with experience and qualifications. The starting salary for this position is \$40,708 DOE. The Town provides a comprehensive benefits package including health, dental, vision, and life insurance; wellness program; town fitness center and pool membership; Local Government Employees Retirement System (LGERS) contribution; annual vacation based on continuous years of experience; sick leave; paid holidays in accordance with the North Carolina State Holiday Schedule.

**Contact and submittal information:**

David Andersen

Parks & Recreation Director

P.O. Box 339 Valdese, NC 28690

Email: [dandersen@valdesenc.gov](mailto:dandersen@valdesenc.gov)

Telephone: 828-874-6733

Hand delivery: Valdese Town Hall, 102 Massel Ave SW, Valdese, NC 28690

Cover letter, resume and completed application required. Resumes will not be accepted in lieu of a completed application. Applications and a full job description can also be obtained by visiting [www.townofvaldese.com](http://www.townofvaldese.com).

The Town of Valdese is an Equal Opportunity/ADA/Drug Free Workplace Employer





Town of Valdese  
**Athletic Programs Supervisor**

**I. General Statement of Duties**

Performs professional athletic recreation program planning, coordination and administrative work for the Parks and Recreation Department.

**II. Distinguishing Features of the Class**

An employee in this class plans, organizes, coordinates, and supervises children, youth and adult sports, recreational activities and events for the citizens of the community. Work involves considerable planning and coordination with full and part-time town and department staff and varied athletic organizations and/or Burke County Parks and Recreation for a variety of team sports and leagues; recruitment of coaches, officials and volunteers; and evaluation of the program's effectiveness. Work includes preparing schedules, ordering equipment, coordinating or performing field preparation, supervision of practices and games, and marketing the programs. The employee recommends rules, policies, and other regulations to insure safe, effective, and enjoyable programming that maintains public acceptance and has extensive public contact with coaches, officials, participants and parents. Work is performed in accordance with departmental rules and policies and requires judgment and discretion in the application and interpretation of program policies, game rules, and procedures. Employee is subject to hazards in recreation, including working in both inside and outside environments, in hot and cold weather, and exposure to noise, dust, etc. Duties may expose the employee to human body fluids in emergencies thus is subject to the OSHA requirements on blood borne pathogens. Employee will be expected to be available weeknight and weekend hours dependent on program and event schedules as a part of a 40 hour work week. Work is performed under the general supervision of the Parks and Recreation Director and is evaluated by observation, discussions, and public feedback of program effectiveness.

**III. Duties and Responsibilities**

**Essential Duties and Tasks**

- Develops and maintains a comprehensive athletic program for the Town's citizens; develops long and short-range plans for new and innovative program activities to enhance the overall athletic program.
- Plans, organizes, and schedules athletic programs including team sports such as football, basketball, baseball, and soccer; coordinates community team participation in local and County-wide leagues and organizes and hosts tournaments; organizes and hosts fishing activities for children and sponsors bowling activities and events.
- Works collaboratively with various athletic organizations, municipalities and the County in planning, implementing, and scheduling sports' games and events.
- Recruits volunteer coaches, secures officials, teaches skills; conducts coaching clinics and may organize and run summer athletic camps.
- Observes and evaluates athletic events, practices, and games for quality of competition; proper use of equipment and facilities; enforces rules, policies, and regulations for participant behavior and sportsmanship; and evaluates programs for participation levels and attainment of program objectives.
- Orders equipment and supplies needed for programs; maintains and checks inventory of equipment and uniforms to assure safe, up-to-standard, and adequate supplies on hand; assures equipment is

maintained and stored after each game and season.

- Meets with coaches, officials, and/or parents to deal with problem situations and seek resolution; makes and explains decisions based on the official game rules and department policies and procedures; counsels and advises parents concerning participation of children in athletic and recreational activities.
- Coordinates and participates in the maintenance of fields and facilities; mows, weeds and lines fields; assembles walls, nets, goals, batting cages, temporary fencing, etc. needed for specific activities; paints; performs minor maintenance on bowling machines; performs janitorial tasks as needed
- Assists in the formulation and execution of departmental rules and policies; provides input into the department's budget; monitors expenditures in area of responsibility.
- Promotes and publicizes programs to the public through media and other means

#### Additional Job Duties

- Performs related duties as required.

### **IV. Recruitment and Selection Guidelines**

#### Knowledge, Skills, and Abilities

- Considerable knowledge of principles, practices, and methods of the professional recreation field, especially as they relate to athletic programs including general sports, league maintenance, and physical education.
- Considerable knowledge of standard resources, materials, game rules, and facilities utilized in a public recreation program including required maintenance of athletic fields and facilities.
- Working knowledge of computers and office software such as cloud-based design and communication software, word processing, spreadsheets, and data bases as used in the recreation field and ability to use in performing duties.
- Ability to effectively plan and execute a year-round program of athletic activities, to organize work and manage current activities while planning and preparing for future events and to handle details effectively, efficiently, and accurately.
- Ability to recruit, train, and monitor temporary, part-time, and volunteer workers and officials.
- Ability to use sound judgment and to enforce rules and regulations.
- Ability to express ideas effectively in oral and written form and to deal tactfully, courteously and in a firm manner as necessary with the public.
- Ability to establish and maintain effective working relationships with supervisors, coworkers, program participants, parents, volunteers, officials and representatives of other community and athletic organizations.
- Hold or have the ability to obtain a First Aid/AED/CPR Certification from the American Red Cross or American Heart Association within 30 days of hire.

#### Physical Requirements

- Must be able to physically perform the basic life operational functions of balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking and hearing.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
- Must possess the visual acuity to prepare and analyze data, to do basic accounting, to read extensively, to operate a computer and motorized vehicles, perform maintenance tasks, and use measurement

devices.

**Desirable Education and Experience**

Bachelor's degree in Parks, Recreation, and Tourism Management, Sports Management/Recreation Administration or Management, Physical Education, or closely related field and experience in recreation and athletics, preferably in the municipal setting; or an equivalent combination of education and experience.

**V. Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town of Valdese reserves the right to assign or otherwise modify the duties assigned to this classification.

**VI. FLSA Status**

This position is non-exempt.