

Job Summary

The Recreation & Sports Supervisor is responsible for planning, organizing, and managing all non-aquatic recreation programs offered by the Blue Mountain Recreation Commission. This includes youth and adult sports programs, clinics, camps, our Summer Playground Program and assistance with community-based events. This role requires strong leadership, communication and organizational skills, as well as the ability supervise part-time staff and ensure safe, inclusive, and engaging recreational experiences for participants of all ages.

Job Qualifications/Requirements

Experience:

- *Preferred:* Prior experience working with children, sports camps/clinics, sports leagues including league scheduling.
- *Preferred:* At least 2 years in the Parks and Recreation Field or similar operation, with practical, volunteer, or paid experience in a municipal park and recreation agency.
- *Preferred:* Strong leadership and supervisory experience, especially with part-time or seasonal staff.
- *Plus:* Experience conducting playground safety audits with recommendations to municipalities/schools.

Certifications:

- *Preferred:* Certified Playground Safety Inspector (CPSI)
- *Preferred:* Certifications in First Aid, CPR, AED
- *Plus:* Certified Parks & Recreation Professional (CPRP)

Technical Skills:

- Proficiency in Microsoft 365 programs including Outlook, Word, Excel, Publisher
- This position will frequently utilize software including MyRec, WhenToWork, and ML Schedules. Experience with these programs is a plus.

Legal and Safety Requirements:

- Current Driver's License for the State of Pennsylvania (or ability to secure within 30 days of hire.)
- Ability to lift, transport, and carry equipment, supplies, and materials.
- Current Criminal History, Child Abuse Clearance, and FBI Fingerprinting at the time of application.
- Mandated Reporter Training must be completed within 30 days of hire.
- No history of being named as a perpetrator of a founded report of child abuse or convicted of crimes under Title 18 of the Pennsylvania Consolidated Statutes or equivalent crime in another state. These include, but are not limited to Driving Under the Influence, Drug Related Offences or such similar felony charges.

Job Responsibilities

General:

- Coordinate recreation programs with the recreation team.
- Interview, Hire, Supervise and Schedule part-time employees including Gym Attendants, Scorekeepers, and Seasonal Playground Staff.
- Assist in marketing and advertising Recreation programs.
- Help plan and implement special events.
- Work with Blue Mountain School District personnel to ensure recreation events do not conflict with school district events.

Leagues (Adult & Youth):

- *Equipment Management:* Verify and manage equipment before the season starts. Dispose of old equipment and stock gym closets with new equipment as needed.
- *Publicity Coordination:* Coordinate publicity for leagues with the Director.
- *Scheduling:* Set up league schedules and playoffs.
- *Registration and Rules:* Create and distribute league registration and rules materials.
- *Rule Enforcement:* Inform and enforce Recreation Commission and School District rules during league play.
- *Roster Management:* Check league rosters for player eligibility and residency.
- *Results and Standings:* Compose and type game results and league standings. Submit end-of-season standings and team pictures to league website.
- *Awards:* Design and order trophies, medals, T-shirts, etc.
- *Emergency Response:* Handle emergency situations as necessary and report to Recreation Director.
- *Equipment Setup:* Assist facility attendants with equipment setup

Sports Programs:

- *Clinic and Camp Organization:* Organize sports clinics and camps throughout the year.
- *Registration Materials:* Create registration materials.
- *Coordination with Coaches:* Coordinate with coaches and booster group for our Youth Wrestling program.
- *Volunteer Recruitment:* Recruit volunteers for programs, primarily coaches.
- *Equipment and Supplies:* Order necessary sports equipment and t-shirts. Keep track of inventory and provide replacements for broken equipment.
- *Special Equipment:* Provide special equipment/supplies as requested.
- *End-of-Season Evaluations:* Compose end-of-season evaluations for direct employees and report to Recreation Director.
- *Site Evaluations:* Conduct site evaluations and report needed repairs to Recreation Director.

Job Responsibilities (cont.)

Playground Program:

- *Program management:* Direct and manage the Summer Playground Program across the three (3) current community sites.
 - Serve as the primary point of contact for parents, staff and community partners.
- *Staff Management:* Hire, train, and supervise playground staff, this includes our site leaders and supervisors.
 - Conduct regular site visits to ensure program quality and staff support along with mid and end-of-season evaluations.
- *Activity Management:* Assist staff with development of activity schedules for program participants.
- *Data Management:* Monitor attendance, safety and engagement at each playground location.
- *Equipment Management:* Coordinate supply distribution and site-specific needs.
- *Site Management:* Recommend and implement safety protocols in alignment with national standards.

Salary & Benefits Package

Salary & Benefits:

- \$40,000 - \$47,000
- Full Benefits and PSERS Retirement Package Available
- Includes the following:
 - Health
 - Dental
 - Vision

This position is full-time. Salary/wage is commensurate with qualifications and relevant experience.

Interested candidates should send a cover letter, resume, and references to

jsemanco@bluemountainrec.com or mail these materials to:

*Blue Mountain Recreation Commission
ATTN: Joshua Semanco, Recreation Director
P.O. Box 188
Orwigsburg, PA 17961*

Please see full job description, with requirements at bluemountainpa.myrec.com.

All submittals must be received no later than 4:00 P.M. on Monday, December 1, 2025