



Cambridge Community Activities Program  
PO Box 54 • Cambridge, WI 53523  
Phone: (608) 423-8108

## **Athletics Supervisor**

### **General Description:**

Oversees the planning, implementation, administration, supervision, instruction, and evaluation of youth and adult recreation programs, including youth sports and recreational activities, fitness programs, special events, and the Cambridge Community Fitness Center. This position is responsible for program logistics, including facility scheduling, preparation, budgeting, inventory management, and training staff. The role requires the ability to supervise part-time staff and work independently with limited supervision.

### **Duties/Responsibilities:**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

- Develops, plans, and implements a variety of recreation programs.
- Oversees the operations of the Community Fitness Center, including; maintenance of machines, regular communication with School District staff, and memberships sales.
- Hires, supervises, coordinates, trains, evaluates recreation staff in the development and implementation of community recreation programs; supervises instructors and volunteers.
- Significant role in developing and administering the departmental budgets, including Youth and Adult Athletics, the Community Fitness Center and related budgets; monitors budget activities throughout the year.
- Coordinates programs and activities and assures input from participants and citizens; prepares marketing documents, ensures positive community relations including school officials, service groups, and the public.
- Oversees the delivery of youth and adult sports programs; oversees/supervises the registration of teams, program fees, coordinates coaching, conducts coaches' meetings, and distributes uniforms. Schedules games, officials and sites for adult and youth sports; schedules and coordinates tournaments.
- Keeps an up-to-date inventory of program equipment and supplies for programs and activities.
- Responsible for administering and assuring the safe and proper condition and preparation of baseball, softball, soccer and flag football fields for use during season.
- Plans and manages concessions and related activities including layout, operation, inventory, and staffing.
- Works varying hours to meet the needs of the programs due to programs and special events being conducted outside of normal office hours.
- Performs all other duties as required.

**Desired Qualifications:**

- Associates or Bachelor's degree in Recreation, Leisure Services or a related field
- Two years of recreation experience, or any equivalent combination of education and experience that provides the requisite knowledge, skills, and abilities for the position
- First Aid, CPR, and AED certification is desired

***Hours and Dates:*** Position is a salaried position and is expected to work 40 – 45 hours per week. Salary range \$48,000 - \$50,000. This position includes health, dental, and retirement benefits.

**To apply:** Send cover letter, resume, and 2 letters of recommendation to Cambridge CAP, PO Box 54, Cambridge, WI 53523 or email Lesli Rumpf at [lrumpf@cambridge.k12.wi.us](mailto:lrumpf@cambridge.k12.wi.us).

**Application deadline:** February 27, 2026

*The Cambridge Community Activities Program is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the CAP will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

*Updated 2.2.26*