



DATE	November 2017
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Recreation Supervisor
 DEPARTMENT/DIVISION: Parks & Recreation
 REPORTS TO: Varies

SUMMARY: Responsible for supervising recreational programs, special events; facility activities, memberships, maintenance, and memberships. Duties include supervising staff; recommending and administering budgets; serving on committees and task forces; scheduling programs and staff; recommending operational policies and procedures; and, serving as a liaison between facilities/programs and others. Work is performed with general direction, working from broad goals and policies.

ESSENTIAL JOB FUNCTIONS:

- Supervises lower level recreation staff, volunteers, and contract employees to include prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
- Supervises the day-to-day operations of assigned recreational program area, which includes: planning, developing, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, and standards; overseeing facility scheduling; and, ensuring compliance with applicable Federal, State, and Local laws, regulations, codes, and/or standards.
- Plans, develops, and markets new and existing recreation programs and/or special events; evaluates programs and events for future improvements and/or modifications.
- Serves as a liaison with the public, community cooperatives, spring training teams, school district, internal employees, and/or other interested parties; investigates and resolves issues and/or problems.
- Supervises and monitors facility maintenance and custodial operations, issues, and upkeep to ensure safety and aesthetics of facilities.
- Prepares, reviews, and maintains a variety of reports and documents related to assigned programs and their associated activities, including financial reports that reflect program revenue, expenses, and participant counts.
- Monitors and maintains inventory levels. Procures materials and supplies to ensure efficient division operations.
- Monitors the work of external contractors, ensuring compliance with contract terms and specifications. Authorizes payments to contractors.
- Responds to requests for information, concerns, or complaints from internal and external customers. Investigates and resolves problems and issues.

- Participates in the development and maintenance of division budget. Solicits funding for programs and special events from local businesses and non-profit agencies.
- Participates in/on a variety of meetings, committees, and/or other related groups to receive and convey information.
- Supervises the development and distribution of recreational brochures, fliers, mailings, and/or other related public relations materials.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Supervisory responsibility over Recreation Coordinators, Recreation Leaders, and Recreation Attendants.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of supervisory principles;
- Knowledge of public relations principles;
- Knowledge of recreational program planning and administration principles, practices, and techniques;
- Knowledge of marketing theories, principles, and practices;
- Knowledge of applicable age-appropriate activities, programs, and materials;
- Knowledge of principles in focused area of recreation expertise;
- Knowledge of community demographics;
- Knowledge of basic accounting principles;
- Knowledge of facility maintenance principles and practices;
- Knowledge of contract management principles;
- Skilled in monitoring and evaluating employees;
- Skilled in prioritizing and assigning work;
- Skilled in interpreting and applying applicable laws, rules, and regulations;
- Skilled in handling multiple tasks simultaneously;
- Skilled in providing customer service;
- Skilled in preparing and administering budgets;
- Skilled in developing promotional materials;
- Skilled in exercising good judgment, flexibility, creativity, and sensitivity in response to changing situations;
- Skilled in overseeing recreation program sites and equipment;
- Skilled in planning, developing, supervising, and managing programs and/or events;
- Skilled in evaluating program effectiveness;
- Skilled in preparing and maintaining records and reports;
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects;
- Skilled in defining problems, collecting data, establishing facts, and drawing valid conclusions;
- Skilled in preparing clear and concise reports;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;

- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Leisure Services, Recreation, General Business or a related field.
- Three years of progressively responsible recreation programming or facility management experience.

PREFERENCES:

- None.

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, stooping, crouching, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 50 pounds.
- Work is typically performed in a standard office environment. Depending on area of assignment, may occasionally work outdoor in outdoor environments, with potential exposure to adverse weather conditions.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.