

RECREATION SUPERVISOR

POSITION SUMMARY: Under the supervision of the Director of Parks and Recreation, oversees, directs, coordinates and administers a wide variety of leisure activities and facilities under Recreational Programming Services on a daily basis. Monitors operations and related facilities, and supervises staff.

SUPERVISION RECEIVED: Work is performed under the Director of Parks and Recreation.

SUPERVISION EXERCISED: Recreational Programming Services.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Assists the Director in developing plans and goals to further Recreational Programming Services in accordance with community needs, demographic trends, and City vision.
2. Assesses operations, staffing levels, facilities, and equipment and makes recommendations for improvement. Monitors operational costs and makes recommendations for increasing efficiency.
3. Assists in the recruitment and hiring of personnel. Assigns work, supervises personnel, evaluates performance, mentors, and oversees training and professional development. Takes disciplinary action according to established procedures.
4. Prepares and presents annual budget requests to the Director, administers Recreation Programming Services budget under the guidance of the Director, and ensures that the authorized budgetary and purchasing procedures are properly used.
5. Works with the Director to establish priorities, develop management plans, coordinate activities, and implement a variety of special projects. Recommends policies and procedures to the Director.
6. Develops, plans, organizes, schedules, and supervises recreational programs for community use which may include preschool programs, youth programs, adult programs, senior citizen programs, after-school programs, day camp, athletics, aquatics, cultural arts, enrichment classes and special events.
7. Attends staff meetings and other meetings as assigned. Prepares regular status reports, completes special projects, and submits forms and reports required.
8. Works with the community to identify needs and preferences and determines the number and kinds of recreational programs to be offered.
9. Seeks and secures alternative funding sources such as grants, partnership agreements and sponsorships.
10. Responds to inquiries and investigates complaints regarding recreation department procedures, policies and programs. Provides oral or written responses and approves refunds as appropriate.

11. Maintains records, compiles statistics and prepares reports related to program participation and operations.
12. Keeps abreast of new developments in the field, new administrative techniques and current issues through continued education and professional growth.
13. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- Bachelor's degree, or equivalent, in recreation management or a related field.
- Five or more years in recreational programming, with at least three years of supervisory or administrative experience.
- Certification as a Parks and Recreation Professional preferred.
- Michigan Vehicle Operator's License.
- Knowledge of applicable local, state and federal laws, rules and regulations.
- Thorough knowledge of the professional public management techniques involved in budgeting, personnel administration, labor relations, public relations, and project management.
- Knowledge of the professional principles, practices and techniques of recreation planning, programming and evaluation.
- Knowledge of professional principals and techniques of marketing and advertising, purchasing, personnel management, and contract administration.
- Knowledge of the rules, supplies, equipment and facilities applied or utilized in recreation programs and sporting leagues.
- Knowledge of the safety issues and precautions relating to the provision of recreation programs and sporting leagues.
- Skill in developing, coordinating and evaluating a broad range of recreational programming for diverse age groups.
- Skill in organizing schedules and coordinating associated resources.
- Skill in maintaining a comprehensive record keeping system, compiling statistics, generating reports and developing programming recommendations.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with staff, volunteers, program participants, vendors, other governmental agencies and the public.
- Ability to communicate effectively and present ideas orally and in writing.

- Ability to effectively train others and assign, coordinate and evaluate the work of staff.
- Ability to work effectively within deadlines, under stress, and with changing work priorities.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to communicate with others in person or by phone and view written documents. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. In the course of a typical day the employee is required to sit, stand and/or walk. The employee frequently is required to be mobile in an office setting and outdoors, and use manual dexterity to type or enter data and write. They employee may occasionally be required to transport and lift equipment and supplies of light to moderate weight.

The employee works in an office setting some of the time, but travels to other locations regularly to work in diverse settings including outdoor weather conditions. The noise level in the work environment is usually quiet in the office and can range to moderate or loud while at program sites.

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