

JOB DESCRIPTION

Class Title: Recreation Supervisor
Department: Parks and Recreation
Division: Recreation—General Rec

Grade: 16

GENERAL SUMMARY

Under general supervision of the Director of Parks and Recreation, the Parks & Recreation Supervisor is responsible for the development, planning, coordination, supervision, and evaluation of community Special Events & Recreation programs occurring at various community parks/facilities. The Supervisor additionally assists with the removal, planting and care of City owned Forestry.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees and coordinates recreation activities. Organizes, publicizes, schedules and implements recreation activities, develops team rosters, enforce rules and regulations of recreation programs and other related programs.
- Assists with the management of facility reservations for associations, organizations, leagues, and City sponsored events.
- Provides customer service and responds to inquiries and concerns
- Supervises staff, which includes prioritizing and assigning work, training, maintaining a healthy and safe working environment, recruiting and evaluating personnel
- Assists department staff with developing and implementing goals and objectives; policies and procedures
- Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of recreation programs, service delivery methods and procedures. Recommends and implements modifications to systems and procedures
- Plans, designs and coordinates the production of marketing tools such as brochures and fliers; news releases, schedules of events and other marketing avenues such as social media
- Attends and conducts a variety of training seminars, staff meetings, volunteer and player meetings, coaching clinics and community meetings
- Maintain inventory of supplies and equipment; distribute supplies and equipment; assist with ordering supplies and equipment for recreation and athletic programs
- Assists in pursuing additional resources for programs through grant applications, solicitation of donations and other fund-raising activities
- Assists in setting up and taking down equipment for various park and recreation programs, prepares facilities for park and recreation program use.
- Formulates and monitors budgets. Oversees purchases, processes bills and credit card purchases, generates reports, provides budget and revenue projections
- Ability to work a complex, flexible schedule that often requires nights and weekends
- Ability to work in a team environment, including collaborating with the Recreation Supervisor-Athletics & Special Events and assisting other divisions within the department as needed
- Directs parks and special event activities, special maintenance, and forestry knowledge.
- May assist in planting, removal and care of city-owned trees, including: cultivating, pruning and repair.
- Other duties as assigned.

HOURS WORKED

Flex scheduling is used in determining a work week. This position requires working events in the evening or weekend. It also requires work completed in an office environment on a mutually agreed upon schedule. Program planning must be completed at the Park & Recreation office, where use of city office equipment and software is available.

SUPERVISION EXERCISED

The Supervisor assigns work to regular part-time recreation staff, volunteers, and contract employees. The Supervisor recommends hiring and promotion for employees for the positions of building attendants, forestry staff, and recreation staff. This position is responsible to recruit, effectively recommend new hires, train, assign and evaluate work performance.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Operations, services and activities of a recreational, special event and leisure programs
- Sports and sports governance
- Marketing theories, principles and practices and their application to recreation and athletics
- Recent developments and information related to recreation and forestry
- Principles of supervision, training and evaluation
- Basic procedures, methods and techniques of budget preparation and control
- Pertinent Federal, State and local laws, codes and safety regulations

Skills in:

- Computer and applicable software
- Customer service
- Recordkeeping
- Mathematics
- Planning and organization
- Public Speaking
- Interpersonal relations

Ability to:

- Communicate clearly and effectively, both orally and in writing
- Coordinate and direct recreation programs and special events
- Manage and direct the work of subordinates
- Recommend and implement goals and objectives
- Elicit community and organizational support for recreational and athletic programs
- Adhere to purchasing policies
- Prepare clear and concise reports
- Prepare and administer program budgets
- Establish and maintain effective working relationships with co-workers, public, news media, other city departments and outside agencies
- Work evenings, split shifts, weekends and some holidays
- Ability to participate in recreation activities; ability to organize and direct fitness and/or recreation program

- Ability to work independently and exercise good judgment in the application of department policies and procedures in developing and administering recreation programs

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Associate or bachelor's degree from a college or university of recognized standing with specialization in park and recreation administration, athletics, or related field.
- Considerable knowledge in and experience in coordinating recreational activities and special events preferably in a community setting.
- Progressively responsible recreation and/or athletic programming experience may be substituted for degree.
- Two (2) years of related experience, or equivalent combination of education and experience.
- Considerable knowledge in forestry
- National Parks and Recreation Association (NRPA) Certified Parks and Recreation Professional (CPRP) designated desirable.

TOOLS AND EQUIPMENT USED

Programmable telephone, personal computer, laser printer, copy machine, fax, calculator, cash register, and credit card machine. Computer software includes, but not limited to: MS Windows, MS Word, MS Excel, MS Power Point, Internet and desktop publishing software. Occasionally use of city vehicle.

SPECIAL REQUIREMENTS

- Must possess and maintain a valid Wisconsin Driver's License or ability to obtain one.
- Must be a US Citizen
- Must possess First Aid and CPR Certification or have the ability to obtain within six (6) months of employment
- Must be able to read, write, and speak in the English language.
- Must be of good moral character and temperament with industrious work habits and be willing to have a background check completed by Two Rivers Police Department and other agencies.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is required to use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close visions and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics are representative of those an employee encounters while performing the essential functions in an office environment. Frequently work will be completed in an outdoor environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The noise level in the work environment is usually moderate.

OTHER GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

It is necessary for residency within 15 miles of City Hall in Two Rivers while this position is held.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Director