



City of Suffolk

Recreation Specialist - Youth & Teen Programs

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|---------------------|---------------------------|---------------------|-------------|
| SALARY | \$47,110.00 Annually | LOCATION | Suffolk, VA |
| JOB TYPE | Full Time | JOB NUMBER | 4300 |
| DEPARTMENT | Parks & Recreation | OPENING DATE | 02/02/2026 |
| CLOSING DATE | 2/16/2026 8:00 AM Eastern | | |

Description

Under general direction, performs supervisory work involving planning and coordinating of recreational programs at the Recreation Centers. Work involves planning and implementing recreation programs, scheduling and coordinating activities, supervising children in a summer program, processing program registrations, recording and depositing revenues, administering budget, preparing statistical reports, and supervising division personnel. Reports to the Recreation Supervisor at the East Suffolk Recreation Center.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Essential Job Functions

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals, interviews candidates for employment, conducts new employee orientation, recruits and supervises contracted instructors and volunteers.
- Coordinates daily work activities, organizes, prioritizes, and assigns work, monitors status of work in progress and inspects completed work, consults with assigned staff, assists with complex problem situations, and provides technical expertise.
- Monitors participation and attendance in various programs.
- Ensures division compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures, ensures adherence to established safety procedures, monitors work environment and use of safety equipment to ensure safety of employees, program participants, and other individuals, initiates any actions necessary to correct deviations or violations.
- Plans and implements new and existing athletic and recreational programs at Recreation Centers/Athletic Facilities, developing schedules for leagues, classes, tournaments or other activities, scheduling use of facilities, and moving equipment as needed. Coordinating or performing cleaning of facility, scheduling and supervising daily activities for summer recreation and after school programs. Monitors and supervises USDA Summer Food Lunch Program, and Suffolk Redevelopment and Housing Authority Summer Program.
- Performs administrative functions, prepares and administers annual budget, monitors and controls expenditures, develops long and short term plans, goals and objectives for assigned area, prepares weekly, monthly and annual statistical reports, records/reports accidents and incidents, prepares press releases and program flyers, prepares weekly work schedules and payroll reports, reviews, approves and forwards invoices for payment.

- Provides information and assistance related to division programs, services, events, activities, fees, procedures, forms, or other issues, responds to routine questions and complaints or requests for service, initiates problem resolution.
- Receives and processes registration forms for program activities and recreation memberships, receives monies in payment of program registration fees or other fees/services, records and deposits program revenues.
- Prepares and completes various forms, reports, correspondence, registration forms, payments, invoices, brochures/flyers, posters, signs or other documents.
- Receives various forms, reports, correspondence, registration forms, payments, invoices, brochures/flyers, handbooks, policies, manuals, reference materials, or other documentation, reviews, completes, processes, forwards or retains as appropriate.
- Operates a computer to enter, retrieve, review or modify data, verifies accuracy of entered data and makes corrections, utilizes word processing, spreadsheet, desktop publishing, or other software programs.
- Monitors inventory of division equipment and supplies, ensures availability of adequate materials to conduct work activities, initiates request for new/ replacement materials, inspects equipment for proper operations, performs minor repairs as needed.
- Communicates with supervisor, employees, other division/departments, City officials, volunteers, instructors, program participants, parents, school personnel, community organizations, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice and direction.
- Attends department, division and Center staff meetings, attends other meetings as needed.
- Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession, reads professional literature, maintains professional affiliations, attends workshops and training sessions as appropriate.
- Responds to routine questions or complaints from the public.
- Assists with planning/implementation of special events/activities for the City and or other divisions of the department.
- Participates in marketing and advertising for all types of programs; attends community meetings; prepares presentations; develops outreach projects and programs.
- Maintains on-call status as required.
- Performs other related duties as required.

Required Qualifications

Bachelor's degree in Recreation, Physical Education, Sports Management, or a closely related field; supplemented by (1) year previous experience and/or training involving recreation program development and management, child care program administration, budget development, supervision, and personal computer operations. Must possess and maintain CPR & First Aid Certifications within six months of employment. Requires a valid driver's license.

Supplemental Information

Responsible for overseeing staff and operations of Youth and Teen Programs at East Suffolk Recreation Center.

CPR/First Aid/AED Certifications preferred.

Employer

City of Suffolk

Address

442 W. Washington Street, Suite 1044

Suffolk, Virginia, 23434

Phone

7575144110

Website

<http://www.suffolkva.us>

Recreation Specialist - Youth & Teen Programs Supplemental Questionnaire

*QUESTION 1

Do you have at least a Bachelor's degree in Recreation, Physical Education, Sports Management, or a closely related field?

- Yes
- No

*QUESTION 2

Do you have a valid driver's license?

- Yes
- No

*QUESTION 3

Which of the following best represents your experience and/or training involving recreation program development and management, child care program administration, budget development, supervision, and personal computer operations?

- Less than 1 year
- 1 - 2 years
- 3 - 4 years
- 5 or more years

*QUESTION 4

Do you have any previous experience working with the Youth and/or Teen population?

- Yes
- No

*QUESTION 5

Are you available to work mornings, afternoons and some evenings?

- Yes
- No

*QUESTION 6

Are you available to work some holidays?

- Yes
- No

*QUESTION 7

Are you available to work some weekends?

- Yes
- No

***QUESTION 8**

Indicate your current CPR/First Aid/AED certification:

- CPR
- First Aid
- Automated External Defibrillator (AED)
- All of the Above
- None of the Above

* Required Question