



## **Supervisor - Recreation Program**

**Department:** Parks & Recreation

**FLSA Status:** Exempt

**Pay Plan / Grade:** General / 9

### **General Definition of Work**

Performs difficult work directly supervising all recreation programs, advertisements, park operations, part-time employees, payroll, scheduling, office operations, services offered, budgets, and special event programs for the County's Parks and Recreation Department. Work is performed under the general direction of the Parks & Rec Director. Position exercises divisional supervision over the part-time department personnel.

### **Qualification requirements**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

### **Essential Functions**

- Plans, directs, administers, and evaluates a variety of community activities and recreation programs.
- Hires, supervises and trains assigned part-time employees and/or volunteers to provide quality recreation programming in a safe atmosphere for both participants and staff.
- Researches and analyzes current recreation and leisure trends and innovations within the recreation field.
- Develops and enhances professional relationships with community partners and supporters to strengthen and maintain the department through new programs and sponsorships.
- Identifies community needs and recommends appropriate programs for department offering.
- Responds to program feedback and requests for information.
- Prepares periodic reports; maintains files and records.
- Prepares and submits marketing material for annual brochures, flyers, and other related department promotional material.
- Prepares and maintains budgets for assigned program areas that are cost effective and meet program goals.
- Provides exceptional customer service both in person, electronically and over the phone.
- Performs in-office and administrative responsibilities including, but not limited to: Greet guests, respond to telephone inquiries, collect program, and pavilion rental fees, process accounts receivable, accounts payable, payroll, reconciliations, requisitions, and memorandums.
- Aids in the monitoring and upkeep of department websites and social media pages.
- Maintains inventory records of department equipment and facility equipment; reports any damage to equipment; inspects safety of equipment; checks out/in program equipment.
- Acts on behalf of the Parks and Recreation Director, in his/her absence, to staff, appointed and elected officials and the community, as needed.
- Perform related duties, as assigned.

### **Knowledge Skills and Abilities**

Knowledge of methods, techniques, principles, and procedures used in the planning, development, and administration of community recreation programs. Understanding of the common recreational and social needs of various age groups. Knowledge of principles of supervision, training, and performance evaluation. Knowledge of marketing theories, principles, and practices. Skilled in critical thinking and handling multiple tasks simultaneously. General knowledge of County and departmental programs and policies and terminology; general knowledge of and ability to operate personal computers, associated software,

hardware and peripherals; ability to read and understand moderately detailed policies, procedures and job related materials; ability to type accurately and at a reasonable rate of speed; ability to make arithmetical calculations; ability to follow oral and written directions; ability to establish and maintain effective working relationships with associates and the general public. Ability to work flexible hours, including evenings and weekends, as required.

### **Education and Experience**

Associate or Technical degree and moderate (1-3 years) experience, or equivalent combination of education and experience.

### **Physical Requirements**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects. Work frequently requires standing, walking, sitting, using hands and repetitive motions; occasionally requires speaking or hearing, climbing or balancing, kneeling or crawling, reaching with hands and arms, tasting or smelling and pushing or pulling work has standard vision requirements; vocal communication is required for expressing ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices and operating motor vehicles or equipment; work is generally in a moderately noisy location (e.g. business office, light traffic); work frequently requires exposure to wet/humid conditions (non-weather), exposure to outdoor weather conditions, exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather); occasionally requires working in high/precious places and exposure to bloodborne pathogens (may be required to wear specialized personal protective equipment).

### **Special Requirements**

National Alliance for Youth Sports, or the ability to obtain within two years of hire  
CPR/First Aid, or the ability to obtain within two years of hire