



## JOB DESCRIPTION

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**JOB TITLE:** Recreation Supervisor

**JOB CODE:** 3160

**DEPARTMENT:** Community Services/Parks & Recreation

**FLSA STATUS:** Exempt

**REPORTS TO:** Superintendent - Recreation

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### SUMMARY OF JOB PURPOSE

Organizes and directs a variety of recreation activities and programs, including pre-school, before-and-after-school programs, day camps, teen programs, youth and adult sports, senior citizen programs, special interest classes, special events, and other leisure activities. Oversees elements of personnel management including recruitment, training, supervision, and evaluation of Division staff; manages community center operations, including the development and implementation of daily procedures, facility use and building maintenance.

### ESSENTIAL FUNCTIONS

1. Communicates and initiates cooperation with school district, special interest groups, and committees on a regular basis regarding department services and programs; attends meetings representing the department and promoting benefits offered to the community; responds to and resolves concerns expressed by the public and/or program participants; evaluates and expands programs to meet the needs of the community.
2. Organizes and develops seasonal activity guide; promotes recreation center and programs through a variety of media sources; oversees the composition and distribution of flyers, press releases, and other promotional information and material; prepares and writes grants; solicits sponsors for programs and events.
3. Supervises, assigns, reviews, and collaborates with Division staff regarding the development and maintenance of community-wide recreation programs; introduces new program activities and coordinates the best use of available space and facilities.
4. Performs site inspections and program visitations to ensure quality of program and safety of participants during facility use and activities; conducts safety inspections of equipment and ensures necessary repairs and/or replacements; monitors building or event participants during activities or facility hours of operation to ensure orderly conduct, intervening as necessary following all established policies and procedures.
5. Supervises assigned staff; prioritizes and reviews work to assure work quality and the timely accomplishment of assigned duties and responsibilities; participates in the interviewing and hiring process and training of new employees; listens and responds to employee problems, concerns, and complaints and suggests solutions that may rectify the situation; prepares performance evaluations, discusses performance with assigned staff, and counsels employees concerning performance improvements; prepares work schedules; verifies employee timesheets.
6. Assists in the preparation and administering of department budget and authorizes expenditures; prepares special and recurring reports; reviews and analyzes expenses, revenues, and percentages and prepares corresponding summary reports; reviews revenue and receipts and

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handles petty cash, bank deposits, reconciliations, etc.; tracks receipts and registrations via the computer; purchases and maintains supply and equipment inventory.

7. Assists with the development of departmental goals, objectives, policies and procedures; ensures compliance with established policies, procedures, and regulations, including personnel management, community center operations, building maintenance, and facility reservations.

### QUALIFICATIONS

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

#### EDUCATION and/or EXPERIENCE

Bachelor's Degree in Recreation Management, Leisure Services, or other related field, plus five (5) years full-time paid professional experience in recreation programming with at least one (1) of those years in a supervisory capacity; or an equivalent combination of education and experience that could provide the required knowledge, skills, and abilities.

#### LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, employees, and the general public.

#### MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; apply concepts of basic algebra and geometry.

#### REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of theories, principles, and techniques of recreation and/or leisure services; thorough understanding of activities that make for successful community recreation programs; ability to analyze community leisure service needs and evaluate program effectiveness; knowledge of principles and practices of facility operations and general facility and equipment maintenance; knowledge and skill in principles and practices as they relate to training and supervision, handling citizen inquiries and complaints, developing and administering budgets, handling fees and accounting for revenues and expenditures, and setting fees and administering reservation procedures for park and recreational facilities and programs.

#### CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record; Certified Parks and Recreation Professional (CPRP) certification and current CPR and First Aid certifications are preferred. Must be able to pass a drug test, background, and fingerprint check.

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### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions 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 regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### WORKING ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to outside weather conditions and the noise level in this environment is usually moderate.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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