



RECREATION SUPERVISOR

Department:	Parks and Recreation	Revised Date:	January 2020
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GENERAL PURPOSE: Under general supervision of the Parks & Recreation (P&R) Division Manager assists the P&R Manager with the direction, management and supervision of the Parks & Recreation Division.

PRIMARY DUTIES AND RESPONSIBILITIES

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assists with the direction, management and supervision of the Parks & Recreation Division and assumes responsibility for the Division as the Acting Division Manager in the event of the Manager's absence. May be assigned responsibility for specific areas and programs within the Division.
- Assists with; developing and monitoring division budget, goals, objectives and policies; preparing special and recurring reports; monitoring program costs and revenue; preparing reports of division activities, operations and financial data; reviewing and approving purchase requests; preparing Requests for Proposals as needed, and managing bidding process and park projects; researching and identifying grant opportunities that meet Town needs and are consistent with department plans; managing grant projects according to procedures.
- Assists with developing, planning, coordinating, and supervising recreation programs for the Parks & Recreation Division; programs include special adult's and children's programs, recreation and skills classes, special events, community activities, the Heritage Pool, and sports programs. Plans, organizes, promotes, supervises, and evaluates special events, community activities, and special programs suited to the needs of the community. Monitors participation in Town's recreation programs and events, tracks services provided, evaluates the results, and recommends program changes.
- Provides supervision, training, and coordination of the work of staff and volunteers; monitors activities to assure that staff maintains clean and safe recreation venues and events, and that everyone adheres to policies and procedures for efficient and safe operations. Prepares schedules for work, events, and facility uses. Assists with establishing and enforcing rules, regulations and safety precautions at recreation facilities and outdoor venues; maintains discipline, monitors behavior, resolves issues, monitors program activities, and assists participants in recreation activities and special programs. Reports and resolves complaints, requests, safety concerns, security issues and illegal activities.
- Oversees or sets up and takes down equipment and prepares venue for activities and events; supervises and coaches participants; maintains equipment and facilities in clean and safe condition; communicates with general public, community resource agencies, and other organizations in order to coordinate and promote program activities; manages and coordinates special projects and special events as directed.
- Supervises the use and maintenance of recreation facilities, equipment and materials; inspects facilities and grounds, and identifies conditions needing repair or maintenance; maintains administrative records, coordinates with maintenance staff to assist with requests like setting up gym, turning on electric power, etc., as they relate to facility use.
- Schedule reservations for the use and rental of all Town facilities; ensures that the facility users provide the proper insurance coverage, scheduling field lights for sports, signing out keys, and processing facility use agreements.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES

- This position assists with the development and management of the Parks & Recreation Division including budget, programs and activities, facility uses and rentals. Trains and supervises Division staff and volunteers.

MINIMUM QUALIFICATIONS**Education and Experience:**

High school diploma or GED equivalent; AND three year's parks and recreation experience; OR an equivalent combination of education and experience. Bachelor's Degree in Recreation, Business, Public Administration or related field is preferred.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.
- May require First Aid & CPR certification or position specific certification during employment.
- Professional certifications such as CPRP, AFO or CPO are preferred and encouraged.

PREFERRED QUALIFICATIONS**Knowledge of:**

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of Parks & Recreation Division.
- Policies, rules and regulations governing the conduct and safety of persons using municipal recreational facilities, programs and equipment.
- Purpose, use and benefits of municipal recreational activities.
- Customer service standards and protocols.
- Occupational hazards and safety precautions.
- Federal, State and Town rules and regulations governing public events.
- Record keeping and analysis principles and procedures.

Skill in:

- Using initiative and independent judgment
- Supervising and controlling recreation activities and participants
- Coordinating work activities and training of recreation staff and volunteers.
- Promoting and enforcing safe work practices.
- Providing effective customer service, and dealing tactfully and courteously with the public.
- Operating standard office equipment, and a personal computer utilizing standard software
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

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. This classification involves work that requires:

- Work is performed in a standard office environment, as well as indoors and outdoors at Town recreation facilities, venues and off-site locations and includes nights and
- Physical demands may include sitting for extended periods of time and typing.
- Employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Employee must occasionally lift and move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This 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 Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 51