

CITY OF ROCK SPRINGS
RECREATION SUPERVISOR

DEFINITION

Under direction, to plan, organize, coordinate, and conduct one or more specialized recreation programs or activities; to coordinate and monitor contractual instructors and staff; and to provide a variety of recreational services support duties.

SUPERVISION EXERCISED

Exercises technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, schedule, implement, coordinate, supervise, and evaluate City sponsored recreation programs in a variety of areas including gymnasium, racquetball, special events, pool facility, instructional classes, youth and adult sports, as well as teen, preschool, and senior citizen programs and contract activities.

Direct recreation programs and activities; maintain and record program revenues and expenditures; develop expenditure plans; maintain accurate records of programs and participants.

Evaluate community needs and interests; recommend new recreation programs.

Prepare promotional materials, program evaluations, correspondence, and reports.

Monitor the use of City recreation facilities by user groups; assist and enforce established rules of facility use and participant conduct.

Develop and monitor contractual agreements with service providers; recruit, hire, train, and supervise contractual employees.

Recruit, train, and coordinate community volunteers.

Clean, backwash, and maintain chemicals in pool and spas.

Teach swimming lessons, water aerobics, aerobics, step class, kickboxing, and weight training.

Respond to and resolve inquiries and complaints including handling public relations and customer service issues.

Serve as liaison with the community to coordinate programs and committees.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (Cont.)

Perform a variety of administrative and clerical duties; operate a variety of modern office machines including computers, printers, copiers, and calculators.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a comprehensive recreation program.

Principles and practices of planning recreational activities including development, staffing, supervising, budgeting, and marketing activities.

Procedures, methods, and techniques of recreation program development, administration, and promotion.

Modern office practices, methods, and computer equipment.

Principles of supervision and training.

Principles and procedures of record keeping.

Pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.

First aid methods, practices, and safety precautions.

Principles and practices used in dealing with the public.

Principles and practices of data collection and report preparation.

Techniques used in public relations.

Principles of budget preparation and control.

Basic mathematical principles.

Knowledge of:

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Plan, organize, and schedule specialized recreational activities and events.

Perform responsible and difficult recreation program coordination work involving the use of independent judgment and personal initiative.

Handle emergency situations and administer first aid when required.

Prepare and maintain accurate and complete records.

Interact effectively and sensitively with individuals and groups from diverse backgrounds.

Prepare and deliver effective oral presentations.

Work independently in the absence of supervision.

Prepare clear and concise reports.

Provide supervision and training to assigned staff.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Respond to requests and inquiries for information regarding recreation and facility use policies and procedures.

Independently compose correspondence and memoranda.

Analyze situations carefully and adopt effective courses of action.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Ability to:

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three years of experience in organizing, coordinating, or scheduling recreational programs.

Training:

Equivalent to two years of college with major course work in recreation administration or a related field.

License or Certificate:

Possession of CPR and First Aid Certificates.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Depending on assignment, may require Pool Operator's Certificate, Water Safety Instructor's Certificate, Lifeguard's Certificate, Water Fitness Certificate, or Climbing Wall Certificate.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, swim, ice skate, and lift 50 lbs.; exposure to outdoors; ability to travel to different sites and locations; availability for evening meetings and events scheduled during non-working hours.

Effective Date: November 1, 2000