

CITY OF ROCK SPRINGS
PART TIME GYM SUPERVISOR

DEFINITION:

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

SUPERVISION EXERCISED:

Exercises technical and functional supervision over lower level staff and facility patrons.

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 courts, special events, fitness classes, 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 interest; 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.

Maintain and clean weight room equipment.

Teach fitness classes, swimming lessons, water aerobics and weight training.

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

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.

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.

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 judgement 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.

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.

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:

Experience in organizing, coordinating or scheduling recreational programs.

Training:

Experience 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, Climbing Wall Certificate, Personal Trainer Certificate or Group Fitness 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 on-working hours.

Effective November 5, 2019 (Res. 2019-150)