

Recreation Supervisor Job Explanation

Programming

Schedule

General Overview

This job requires you to work at least 40 hours a week. This position is eligible for overtime; however, as overtime is extremely scarce, shift adjusting may be required. This position works a variety of programs and the schedule will adapt based on current events and sports. This position requires some split shifts and weekends.

Winter: In the winter this position works splits a few times a week to help during the opening shifts and then run our night youth programs.

Summer: This is our busiest season, so vacation requests are scrutinized during this time. This person plans, staffs and runs events on Saturdays in the early summer. For the majority of the summer this position will work 7am-3pm Monday through Friday.

Programs -This position is the supervisor of between 2-5 part time recreation aides throughout the year. Programming duties include but are not limited to:

- Youth Developmental Sports - 1st through 4th graders
 - Basketball, Flag Football
- Little Squirts programs - 3-6 year olds beginner skills
 - Soccer, football, tee ball, basketball - Monday nights throughout the year
- Summer Programs Monday-Thursday in the summer
 - Soccer, Basketball, Net games, Football, Backyard Games, Baseball
- Adult Leagues
 - Schedules and tournaments for Softball, baseball, Volleyball
 - Responsible for Volleyball Leagues
- Youth Leagues
 - Girls Fast pitch, little league baseball , basketball
- Events
 - Touch a Truck
 - Fishing Derby
 - Dip dodge and slide (held at Century Park every Wednesday in the summer)
 - Concerts (held at Bunning Park every Wednesday in the summer)
 - Halloween and Christmas events
 - December Dunk Basketball Tournament

Building and Pool

- This person will be required to be a certified lifeguard within the first 30 days of being hired
- This person will be required to become a swim instructor (WSI) within the first 90 days of being hired
- This person should be prepared to be in the water at least once a day.
- Works with other Supervisors to makes sure all aquatics trainings are carried out correctly and regularly
- Plans and trains staff on lifeguarding/CPR/First Aid/AED.
- Weekly cleaning for the hot tub and pool
- Filter cleaning and chemical upkeep
- This position is a working supervisor position- up to 10 hours a week will be spent in the water and/or lifeguarding
- Work with other Supervisors to create a schedule that covers all building needs(pool, lessons, rock wall, front desk, and any other events)
- Working knowledge of all building rules, policies and procedures

- Including memberships, punch cards, program and league registrations, classes (swimming and workout), a variety of birthday party reservations and set up, rock wall rules and events, WIBIT setup and golf simulator reservations and first time set orientation
- Interviews, orients, trains and oversees part time employees
- Trains patrons on machines as needed
- Oversees that weekly chores and machine cleanings are being done (and participates in building cleaning)
- Responsible for ensuring local and state laws are enforced routinely by employees
- Teaches quality water exercise classes multiple times a week
- Teaches Swim lessons as needed
- Set up and teardown bounce houses and parties
- This person will have partial oversight over the climbing wall and the part time staff

Maintenance

- Plow snow
- Light Maintenance
 - This position requires ability to fix small repairs. In the past this has included, but not limited to:
 - Small plumbing issues, shower heads, sink hardware
 - Mounting t.v.'s, cameras, bulletin boards, shelves...etc.
 - Deep cleaning carpets, and upholstery
 - Unclogging drains and toilets
 - Janitorial when necessary
- Weight machine cleaning and maintenance

Administrative

- Software proficiency required in Excel, Word, When To Work, Executime, Sportsman
- Active member of the Aquatics committee
- Will be a part of all part time, and most full time hiring committees.
- Work with the High School to hold classes and continue to create lifeguards for R.S. Aquatics
- Schedule part-time help to oversee inflatable birthday parties
- Keeps accurate records of cleanings, pool counts, and trainings
- Responsible for handling money, keeping accurate records and closing the till daily