

JOB TITLE: Recreation Program Supervisor

IMMEDIATE SUPERVISOR: Assistant Director of Parks and Recreation

LOCATION: Parks and Recreation

Pay Grade: 14

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Organizes, develops, plans, supervises a well balanced of Countywide recreation activities and programs; does related work as required. Work is performed under the general supervision of the Assistant Director and supervision is exercised over recreation personnel.

ESSENTIAL FUNCTIONS:

- Responsible for organizing, developing, planning and supervising a well-balanced recreation program for all ages of the population;
- Keeps accurate records on attendance, expenses and fees of recreation programs and prepares reports.
- Organizes, develops, plans, and supervises the Middle School Sports Program at all five County Middle Schools;
- Organizes, develops, plans, and supervises athletic programs, summer camp programs, sport camps and special events;
- Organizes, develops, plans, and supervises fee based classes and community recreation;
- Hires, supervises, trains, and evaluates recreation personnel;
- Serves as a spokesperson of the department in the community, and creates a collaborative relationship with community organizations, school divisions, and other pertinent organizations;
- Assists in budget preparation and special reports;
- Other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of community recreational programs and principles of community recreation management; ability to plan and establish effective working relations with others; general knowledge of maintenance and operation of a public facility; ability to supervise recreation personnel.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from a four year college or university with a major in recreation or other closely related field and three (3) years' experience in community recreation.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

Program administrative work typically in Parks and Recreation office. Involves frequent walking, driving to observe and manage various programs and activities, and carrying objects of moderate weight (15-20 lbs). Regular contact with outside organizations, internal organizational units, the public, staff, and various others. Frequent direct contact with the general public, media and program participants.

EVALUATION:

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities.