

APRD
JOB DESCRIPTION
PART-TIME RECREATION SUPERVISOR

1. **JOB TITLE:** PART-TIME RECREATION SUPERVISOR

1. **DEFINITION:** The part-time Recreation Supervisor is responsible for the total operation of the assigned facility during the absence of the Program Coordinator. The Recreation Supervisor assists the Program Coordinator or Assistant Program Coordinator in the planning and organizing of programs and activities in the facility. The employee supervises part-time employees, answers the telephone, and monitors all faculties. The Recreation Supervisor reports directly to the assigned supervisor. All employees are responsible to the Parks & Recreation Districts Manager. As Safety Sensitive, the employee is subject to pre-employment, reasonable suspicion, post-accident (incident), random, promotion and transfer, return-to-duty and follow-up drug and alcohol testing.

1. **EQUIPMENT/JOB LOCATION:**

- a. The employee operates a telephone, copy machine, computer, ball pumps, adjustable basketball goals, stove, microwave, arts and crafts equipment such as scissors, paper cutter, board and card games, and erects volleyball nets and standards and other recreational equipment.
- b. The employee works indoors and outdoors at the assigned recreational facility.
- c. The employee may be exposed to arts and crafts materials such as glue and paint, and loud noises.
- d. All City facilities are tobacco-free.

1. **ESSENTIAL FUNCTIONS OF THE JOB:**

- a. Assists in the planning, implementing, initiating, coordinating and monitoring of a comprehensive program of athletic and recreational activities which meets the needs of people of all ages, interests, and abilities.
- b. Conducts and actively participates in scheduled recreational activities.
- c. Opens and closes the assigned areas using established procedures.
- d. Ensures the building is secure and all participants and other tenants' staff have safely left the building.
- e. Oversees and monitors all indoor and outdoor areas as assigned.
- f. Supervises part-time employees.
- g. Answers the phone, takes messages or directs calls to appropriate staff, and performs other office duties as needed.
- h. Observes, enforces, and complies with all rules and regulations of the facility, the department, and the Arbuckle parks and Recreation.
- j. Keeps the Program Coordinator informed of any problems arising with participants, activities, and assigned facility.
- k. Assists in keeping accurate records of attendance, inventory, and maintenance, etc.
- l. Makes visual counts of attendance in different areas of the facility.
- m. Disperses recreational equipment to patrons.
- n. Makes facility reservations for the public as required. (Park Rentals)
- o. Assists in keeping the facility, equipment, and supplies organized, neat and clean.
- p. Serves as game official or referee.
- q. Provides First Aid as needed.
- s. Attends monthly APRD board meetings
- t. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position

1. **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Must have legal authorization to work in the United States of America.
- b. Ability to maintain accurate time sheets and submit them to a designated supervisor in a timely manner
- c. Graduation from an accredited high school or equivalent required. College with experience in parks and recreation or related field preferred.
- d. Must not have been convicted of, pleaded guilty to, entered a plea of *nolo contendere* to, or received judicial diversion for any felony charges or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, controlled substances, or sex-related crimes.
- e. Must not have been convicted of, pleaded guilty to, entered a plea of *nolo contendere* to, or received judicial diversion for any misdemeanor charges involving DUI/DWI or alcohol, or use, possession, manufacture, or sale of controlled substances or drug paraphernalia within the past five (5) years.
- f. Must submit to and pass a pre-employment drug and alcohol screen.
- g. Must possess current American Red Cross CPR/AED certifications or the ability to acquire same within three months from date of hire.
- h. Experience working in a recreational facility is preferred.
- i. Must possess dedication, firmness, tact, and enthusiasm.
- j. Previous supervisory experience preferred.
- k. Experience working with children and youth age seventeen (17) and under preferred.
- l. Maintains discipline, enthusiasm, and sportsmanship among the youth and staff participating in the program.
- m. Knowledge of organized recreational and athletic activities preferred.
- n. Ability to work flexible hours with evening, weekend, and holiday work required.
- o. Literacy in English with the ability to understand, carry out, and give oral and written instructions and posted schedules.
- p. Ability to handle inquiries and problems efficiently and direct to the proper staff members, including speaking to parents about incidents and behaviors of their children.
- q. Ability to report for work on time and notify the appropriate individual in advance if unable to work.
- r. Ability to establish and maintain effective, harmonious, cooperative, and productive working relationships with other employees and the public.
- s. Ability to express ideas and directions clearly, and convincingly.
- t. Ability to make accurate visual counts of persons in attendance.
- u. Ability to perform a variety of tasks simultaneously or in rapid succession.
- v. Ability to remain calm under stress and in emergencies.
- w. Ability to concentrate and accomplish tasks despite interruptions.
- x. Ability to enforce the rules and regulations of the center for the safety and welfare of staff and participants.
- y. Ability to maintain accurate time sheets and submit them to a designated supervisor in a timely manner.

Physical Requirements

- In addition to education and previous experience, employers often have physical requirements. These may include the ability to lift up to 50 pounds, stamina to walk and stand for long periods of time and the ability to participate in activities.