

JOB DESCRIPTION
Recreation Program Supervisor
Pay Range A4
Department of Recreation

Job Title: Recreation Program Supervisor

Reports To: Recreation Superintendent

Supervises Directly: 1-50 Seasonal Recreation Employees

Supervises Through Subordinates: None

Purpose for the Position:

To assist Recreation Superintendent and Youth Program Supervisor with the planning, directing, and coordinating activities of paid and volunteer recreation employees engaged in the development, administration and utilization of recreation programming, leagues, partnerships and private/community events. Performs duties with little direct supervision.

Essential Responsibilities:

Assists Recreation Superintendent in developing and promoting recreation programs to meet needs of various individuals, groups and the community. Assists the Recreation Superintendent in the introduction of new program activities, equipment and materials to staff and the public. Expand youth, adult and older adult recreation programs, events and activities available to the City of Sandusky community.

Assists Recreation Superintendent and Youth Program Supervisor in making recommendations in the selection, termination, and discipline of employees, as well as evaluating performance and developing each employee to their full potential.

Assist in the oversight of recreational leagues and routine maintenance schedule of recreational parks within the City; baseball fields, softball fields, basketball courts, soccer fields, tennis courts, ice skating rink, skate park, splash pads, etc.

Monitor contracts and agreements associated with the Recreation Division; priority use agreements, concession agreements, event rentals and agreements.

Communicate with community stakeholders to determine their needs, concerns and interests.

Evaluate the effectiveness of current programs and identify areas where new programs are needed.

Supervise and lead activities and events for youth, adults and elders in the community.

Schedule may include evenings, weekends and holidays.

Must establish and maintain effective working relationship with employees.

Attends training and assist in scheduling and creating staff training.

Maintains records of program attendance and monies received.

Coordinates activities with other City of Sandusky Divisions.

Manages in compliance with local, state, and federal laws and regulations. Ensures compliance for City of Sandusky Parks and Recreation.

Answers telephone and gives information to callers and places outgoing calls.

Prepares notes, correspondence and reports using word processor or computer terminal as well as utilizing the Internet.

Ability to work with little supervision.

Ability to speak and make presentations for various groups and organizations.

Ability to prioritize and handle multiple tasks.

Ability to understand and communicate written instructions.

Responsible to self-initiate activities consistent with the City of Sandusky and department's goals and objectives.

Must report for work at required time and date and maintain a responsible attendance record.

The ability to follow a supervisor's instructions, tolerate certain levels of stress, and attend work on a punctual, regular basis.

The avoidance of violent behavior that threatens the safety of other employees.

Related and other duties as required.

Skills and Abilities:

Use language and mathematical skills to analyze statistics and related materials.

Identify problems and make decisions based on your experience and judgement, as well as on established facts such as budget allocations and legal requirements.

Deal with various kinds of people.

Speak and write clearly and effectively to influence people's actions and to be sure that your plans will be understood and followed.

Change activities frequently.

Plan and direct programs and the activities of others.

Follow directions.

Work well with others.

Physical Demands:

Light Work: Exerting up to 20 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time), and/or up to 10 pounds of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time), and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Requires walking or standing to a significant degree, or requires sitting most of the time but entails pushing and/or pulling of arm or leg controls, or requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible.

Environmental Conditions:

Inside: Protection from weather conditions but not necessarily from temperature changes. A job is considered "inside" if the worker spends approximately 75 percent or more of the time inside.

Reasoning, Mathematical and Language Development are indicative of the general level of development required to do this job. Some, but not necessarily all, areas mentioned in this section will be included in this job.

Reasoning & Development:

Apply principles of rational systems to solve practical problems and deal with a variety of abstract and concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Mathematical Development:

Add, subtract, multiply, and divide all units of measure. Perform the four operations with like common and decimal fractions. Compute ratio, proportion, and percentages. Calculate surface volumes, weights and measures.

Language Development:

Read newspapers, periodicals, journals, and manuals. Read and understand instructions, safety rules, etc. Write business letters, summaries, and reports, using prescribed format, and conforming to all rules of punctuation, grammar, diction, and style. Participate in discussion and debates. Speak with poise, voice control, and confidence using correct English and well-modulated voice. Participate in discussion and debates. Addresses small and large groups of people.

Relationships to Data, People and Things:

Data: *Input data and record keeping.*

People: *Speaking-Signaling: Talking with and/or signaling people to convey or exchange information. Includes giving assignments and or directions to helpers or assistants.*

Things: *Handling: Using body members, handtools, and/or special devices to work, move, or carry objects or materials. Involves little or no latitude for judgement with regard to attainment of standards or in selecting appropriate tool, object or materials.*

To do this job, you must have the following amount of total education and/or experience:

(If hiring someone into this position, this would be the minimum amount of experience and education that would be required in order for the incumbent to have a reasonable expectation for success)

High School Diploma

Valid Ohio driver's license

Preferred Bachelor's Degree, four years college completion in Recreation Administration, Education or related field.

Preferred experience with finding and writing and obtaining grants in the Parks & Recreation field.

At least one year combined experience in supervising programs and event coordination.

OR, an equivalent level of education and experience.