

RECREATION SUPERVISOR

Position Code: 2120
WC Code: 9102
FLSA Status: Non-Exempt
Pay Grade: 351
Location: Recreation
Approval Date: 2019

General Statement of Duties

This position is responsible for coordinating and supervising recreation activities.

Duties and Responsibilities

Develops, plans, organizes, and coordinates recreation programs for various age groups.

Assists in the coordination of athletic programs; ensures that facilities are clean, safe, and ready for scheduled events.

Advertises recreation programs, including dates, times, and employment opportunities.

Hires, trains, schedules and supervises personnel; assists personnel with daily operations, planning, and implementation of recreational/leisure activities and programs for all ages at assigned recreation centers.

Maintains supply inventory for all programs.

Pursues grant opportunities.

Works with Neighborhood Associations in the implementation of plans.

Oversees marketing and public relations for department programs, activities, and facilities.

Supervises Town wide special events as required.

Performs other duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Knowledge of the principles and practices of municipal recreation programming.

Knowledge of departmental and safety rules and regulations.

Knowledge of departmental and city policies and procedures.

Knowledge of the grant acquisition and management principles and guidelines.

Knowledge of management and supervisory principals and practices.

Skill in the supervision of personnel.

Skill in the organization of recreational activities and programs.

Skill in the operation of computers and computer software and other standard office equipment.

Skill in planning, organization, and decision making.

Skill in oral and written communication.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pulling, pushing, lifting, grasping, talking and hearing.

Must be able to perform light work exerting up to 20 pounds of force occasionally; and/or 10 pounds of force frequently; and/or a negligible amount of force to move objects constantly.

Must possess the visual acuity to prepare and analyze data, extensive reading, visual inspections and using measuring devices.

Minimum Education and Experience

Bachelors Degree in recreation administration from an accredited college or university and two to four years of directly related experience; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid driver's license issued by the State of North Carolina. CPR/First Aid certifications.