



## Position Description

<b>Job Title</b>	Recreation Program Supervisor
<b>Department</b>	Parks and Recreation
<b>Employment Status</b>	Full time
<b>Exempt/Non Exempt Status</b>	Exempt

### Scope of Work

This is an administrative supervisory position responsible for planning, organizing and providing recreational programs for youth and adults to meet the needs and interests of the community.

### Supervision

<b>Received</b>	Director of Parks and Recreation
<b>Exercised</b>	Directly or indirectly supervises approximately 50 part time and seasonal employees.

**Essential Job Functions** The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Develops, plans and schedules recreation programs, events and activities for youth and adults.
- Develops, promotes, organizes and directs community-wide tournaments, clinics and special events.
- Coordinates activities with community service organizations, Senior Center associations and schools to address community recreation programming needs.
- Evaluates trends, improvements operations and specific needs to expand participation and opportunities Parks and Recreation programs.
- Schedules facilities for recreation programming and league use; oversees the use of facilities and athletic fields.
- Recruits, hires, trains and evaluates part-time and seasonal employees and volunteers.
- Coordinates the daily staffing and operation of recreation programs and the Recreation Center.
- Supervises staff and activities to ensure compliance with established policies and procedures.

- Develops, manages and operates within budget and seeks alternate revenue sources and means of providing services.
- Coordinated registration of participants; enforces fees and policies; prepares monthly reports.
- Responds to communications from participants, coaches, volunteers and the public regarding programs and activities.
- Communicates Department policies to staff and the general public.
- Manages concession area including daily operation, inventory, staffing.
- Purchases and disseminates equipment and materials to facilities and staff.
- Promotes and advertises Parks and Recreation programs and activities; provides program information to schools, community service groups, media and the public.
- Provides input and assists with the Recreation budget.
- Provides effective and efficient customer services and promotes and maintains responsive community relations.

**Other Job Functions**

- Performs related duties as assigned.

**Requirements of Work**

Graduation from an accredited college or university with a Bachelor’s Degree in Recreation Program Management or a related field; and at least 2 years of experience in recreation management in a supervisory role; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

<b>Knowledge of</b>	<ul style="list-style-type: none"> <li>• Principles, practices and methods of recreational programming.</li> <li>• Equipment, facilities, operations and techniques used for recreation programs and services.</li> <li>• The use of standard office equipment, including computers and related software applications.</li> </ul>
<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Establish and maintain effective working relationships with supervisors, co-workers, community organizations and the general public.</li> <li>• Effectively promote the use of recreation facilities.</li> <li>• Multi-task and prioritize workload.</li> <li>• Assign duties and monitor the work of others.</li> <li>• Train and supervise part-time and seasonal staff.</li> <li>• Promote a positive working environment.</li> </ul>
<b>Skill in</b>	<ul style="list-style-type: none"> <li>• Leadership and organization.</li> <li>• Scheduling and managing the effective use of facilities.</li> <li>• Oral and written communications.</li> <li>• Public relations.</li> </ul>

**Necessary Special Requirements**

Certification in CPR and First Aid; ability to pass a criminal and financial background check; valid Wisconsin driver’s license.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to climb or balance; bend, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.