



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	RECREATION SUPERVISOR		
Department:	Parks and Recreation		
Supervisor:	Recreation Superintendent		
Date:	March 2015, Revision 2	Position No.	PR/10
FLSA Status:	Non-Exempt	Random Substance Testing:	Y

Job Summary:

This position is responsible for overseeing all recreational activities, trips & tours, concessions, and special events offered by the department. Work includes planning, organizing, and conducting these activities and supervising the work of subordinate staff. This employee will work a flexible and varied schedule including weekends and evenings.

Job Scope:

The purpose of this position is to plan, organize, and supervise the daily operations of concession facilities, recreation programs, trips & tours, and special events. May assist with athletic leagues as needed. Successful performance helps ensure the provision of quality recreation programs to the citizens of Sedalia.

Essential Duties and Responsibilities:

1. Plans, organizes, implements, and schedules activities, programs and/or special events.
2. Develops new parks programs, expands existing programs, makes recommendations for strategic planning of the Parks and Recreation facilities, equipment, grounds, and staffing.
3. Hires, supervises disciplines, terminates, and coordinates volunteers, part-time and seasonal workers, and others who assist in conducting recreation activities. Handles schedules and payroll for paid staff. Supervises up to 100 employees which may include hiring, scheduling, training, performance management, coaching, discipline and regular evaluations.
4. Assists with class registration, handles telephone inquiries, greets visitors, and provides information.
5. Ensures that all rules, regulations and safety practices are properly enforced. Reports all accidents and ensures that victims receive proper care.
6. Prepares media releases and promotional materials to promote programs and activities.
7. Maintains accurate records for all programs, collects, reports, and deposits all fees. Prepares attendance, financial, and other reports as needed.

8. Coordinates with staff from other agencies; may solicit corporate and private donations for programs.
9. Conducts training programs for paid staff and volunteers.
10. Travels to concession sites on a daily basis when open.
11. Works with other full-time staff to provide a safe recreation and aquatics environments for members and/or patrons.
12. May be required to work as the Program Supervisor on evenings and weekends as needed.
13. Performs related duties as needed or assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. Possession of a Bachelor's degree in Recreation from an approved college or related field and two years leadership experience in recreational activities; or any equivalent combination of education and experience.
2. Knowledge of the philosophy of organized recreation; principles and practices of recreation program planning, development, and scheduling; and knowledge of the principles, rules, materials, and equipment requirements of recreational activities in assigned area.
3. Certified in basic first Aid and CPR.
4. Proficient with products in Microsoft Office.
5. Valid Missouri driver's license.
6. Must agree to be subject to on-going random drug screen throughout employment

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of concessions, and recreation programs.
2. Skill in planning, organizing, developing, and promoting recreational programs and concessions.
3. Skill in directing, hiring, evaluating, and supervising staff, including youth workers, assigned to carry out concessions and recreation programs.
4. Skill in maintaining discipline and enforcing safety policies and procedures.
5. Knowledge of basic accounting and bookkeeping practices.
6. Skill in performing standard first aid and CPR.
7. Skill in public relations.
8. Skill in oral and written communication.
9. Skill in organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

10. Skill in operating a computer, various software programs, and standard office equipment.
11. Skill in interpersonal relations.

Guidelines:

1. City and park department policies and procedures
2. Both Federal and Missouri Child Labor laws
3. Health Department codes and American Red Cross guidelines
4. Guidelines require judgment, selection, and interpretation in application.

Complexity:

The work consists of duties related to supervising the daily operations of park concessions, trips & tours, recreation programs, and special events. May be required to work some nights and weekends with little or no notice during peak seasons and special events. Subject to work through normal lunch hours. Must have home or cell phone in employee's name and reliable transportation. Also, dealing with the public, youth workers, and extended family members contributes to the complexity of the work.

Principal Working Relationships:

1. Co-workers, other city employees, general public.
2. Members of civic and community groups, day care providers, vendors, swim coaches, managers, instructors, lifeguards, teachers, maintenance workers.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

This position has direct supervision over specific full-time, part-time and seasonal personnel that may number up to 100 or more.

Physical Demands:

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

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

Work Environment:

The work is mostly sedentary and typically is performed in an office and outdoors. The employee may be exposed to noise, dirt, machinery with moving parts, cold and heat, and inclement weather. Work may involve prolonged use of the telephone and personal computer. Evenings and weekends may be required.