

POSITION DESCRIPTION

Class Title: Recreation Assistant Supervisor

Department: Parks and Recreation

Worker's Comp Group No.:

Date: November 2006

GENERAL PURPOSE

Performs administrative, supervisory and professional work in the operation, maintenance of specialty equipment and in the coordinating of various programs in the gymnasium, youth/teen center, climbing wall or fitness center. Trains or leads participants in the activity or equipment use. Helps in the set up and take down of tables and chairs for programs and rentals.

SUPERVISION RECEIVED

Works under the direct supervision of the Department Coordinator and under the general supervision of the Director of Parks and Recreation.

SUPERVISION EXERCISED

Supervises participants while participating in specific programs or use of the facility and equipment. May also supervise personnel and volunteers, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises assigned operations to achieve goals within available resources; plans, organizes and leads activities for participants; trains, motivates and evaluates assigned staff, reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans, gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Communicates official plans, policies and procedures to other staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budget funds, personnel, material, facilities and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among participants and resolves issues or communicates them to Department Supervisor/Coordinator or Administration if needed. Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares attendance, accident and routine reports.

Coordinates staff and volunteers in the development and implementation of programs.

Directs the patrolling of the program area and the enforcement of safety rules and regulations.

Supervises classes, programs, workshops and activities for persons engaged in programs and co-sponsored programs.

Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities.

Registers program participants or pass plan holders, facility bookings; collects and receipts fees; provides program information.

Responds to public inquiries about recreation programs made by telephone, correspondence, or during public meetings.

Prepares for publication a variety of letters, posters, news releases, flyers, and related communications regarding recreation programs.

Coordinates, schedules and maintains related records and statistics for programs and personnel at the activity area(s).

Coordinates special programs, registers participants, collects fees, and distributes equipment.

Promotes interest and provides information regarding recreation programs to the general public and others as requested.

Oversees the maintenance of the program area(s). Monitors and maintains equipment.

Prepares the program area and facility for the opening and the closing; inventories and properly stores all equipment; cleans facility.

Cross-trained to serve in other department areas, which may include but is not limited to front desk, fitness desk, gym, youth teen center, pool office.

PERIPHERAL DUTIES

Performs tasks within the department during the non-program time; supervise leagues; assists in maintenance of facilities; assists in organization of programs and activities.

Other duties as may be assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a high school with preference of college courses in recreation or a closely related field.
- (B) Two years recreation experience in recreation including programming; or
- (C) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of recreation philosophy, planning and administration; Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program;
- (B) Skill in operation of listed tools and equipment; Skill in First Aid and CPR.
- (C) Ability to develop, coordinate, and direct varied activities involved in a community recreation program; Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; Ability to communicate effectively orally and in writing; Ability to plan and supervise the work of paid staff and volunteers.

SPECIAL REQUIREMENTS

Valid state driver's license or the ability to acquire one. First Aid and CPR certification, experience or certifications in the areas of rock climbing facilitation or climbing walls, fitness equipment (free weights, cardio and strength), and youth/teen centers preferred.

Required training and/or certifications will be paid for by the Town; however, if the employee resigns prior to six months of employment, any fees paid by the Town will be reimbursed to the Town.

TOOLS AND EQUIPMENT USED

Computer, fitness equipment, climbing equipment, kitchen equipment, DVD/TV, calculator, copy machine, portable radio, automobile, telephone, cash register, digital camera, ID camera and laminator, etc.

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.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; criminal background investigation; driving records; job related tests may be required.

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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date: November 9, 2006

Revision History: September 17, 2013