



Title: Recreation Supervisor	Department: Parks & Recreation
Effective Date: 07/01/2001	Last Revised: 04/16/2024
EEO Category: Para-professional	Status: Non-exempt

GENERAL PURPOSE

Performs a variety of **full performance, general administrative and technical** duties as needed to coordinate the day-to-day operation of one or more city recreation programs.

SUPERVISION RECEIVED

Works under the general supervision of the Assistant Parks & Recreation Director.

SUPERVISION EXERCISED

Will provide general supervision and leadership to Facility Managers, Recreation Specialists, and various part-time, seasonal, and volunteer personnel.

ESSENTIAL FUNCTIONS

Promotes and follows the City's mission statement, values and expectations.

Initiates and coordinates the daily follow-up and implementation activities as needed to assure timely delivery of scheduled events, special events, service projects, classes, league play, and programs. Supervises the operation and associated activities of youth and/or recreation programs such as basketball, baseball/softball, volleyball, pickleball, football, tennis, special events, tournaments, etc.

Develops program cost projects and recommends budgets; monitors program expenditures to assure compliance with established financial guidelines.

Provides immediate supervision over recreation activities and seasonal, temporary, or volunteer personnel. Oversees coaches, recreation specialists, site supervisors, and officials. Schedules and conducts training as needed. May officiate or referee games or assist in coaching. Maintains statistics for leagues and tournaments, rake fields, put up nets for baseball, fix scoreboards, take care of amphitheater for certain events. May fill in for secretaries when the need arises.

Schedules leagues, programs and events; manages the annual and seasonal calendar to assure timeliness of program starting dates and conclusions; assures timely delivery of public notices and announcements as needed to afford target populations opportunity for participation.

Assists in public relations by recruiting part-time personnel and volunteers. Presents new programs to the general public, conducts program registrations, and completes post-program evaluations to assure effectiveness.

Carries out publicity programs; utilizes various forms of media, notices, publications, fliers and brochures to promote City-wide interest and use of recreation facilities and program participation.

Controls use of equipment and facilities by signing out equipment and by scheduling reservations for use of public facilities. Also insures equipment is returned in a proper time frame.

Handles complaints from coaches, participants, organizations; negotiates to achieve solutions which better the recreation programs and services.

Prepares cost and revenue projections for specific programs and events.

Performs additional related duties as required.

MINIMUM QUALIFICATIONS

1. Education and experience:

A. Graduation from college with a bachelor's degree in recreation management (preferably from a NRPA accredited program), youth recreation leadership, physical education, or some other related field;

AND

B. Minimum of one year of recreation program administration, physical education teaching, coaching or related experience;

OR

C. An equivalent combination of education and experience;

2. Knowledge, Skills and Abilities:

Working knowledge of the methods and techniques of developing and operating recreation programs; of the philosophy and objectives of community recreation programming; team sports management; community and public relations; rules and regulations of a variety of sports and recreational activities; of equipment, facilities, operations and techniques used in a comprehensive community recreation program; the operation of personal computers and various software applications including spread sheets, word processing, Excel, able to write letters and communicate by written word in a professional manner.

Ability to organize recreational leagues, establish team rosters schedule games, tournaments and other play activities; to establish and maintain effective working relationships with coworkers, employees, department volunteers, various age groups, other organizations, and the public; communicate effectively, verbally and in writing.

3. Special Qualifications:

Must possess a valid Utah driver's license.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and lifting. Talking, hearing and seeing essential to effective performance of essential functions. Common eye, hand finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Frequent local travel required in normal course of job performance. Some evenings, weekends, and holidays may be required.