



City of Grants

POSITION DESCRIPTION

POSITION TITLE: Recreation Supervisor

DEPARTMENT: Recreation

REPORTS TO: Recreation Director

SUPERVISES: All Part-time seasonal recreation staff

POSITION SUMMARY: Under general direction, plans, supervises, assigns, and reviews the work of staff responsible for community recreation programs and activities; endures work quality and adherence to established policies and procedures; provides highly responsible and technical staff assistance to the Recreation Director and acts as a member of the departments management team.

PRINCIPLE RESPONSIBILITIES & REQUIREMENTS:

The Recreation Supervisor must be able to perform, but not limited to, the following essential job duties, with or without reasonable accommodation:

- Assists the Recreation director in multiple aspects of managing and directing the department; may serve as the director in their absence.
- Participate, develops, plans and conducts instructional, recreational, and educational programs and special events that are relevant to the community and recreation department. Areas of responsibility include but are not limited to after school program, youth summer programs, camps, youth seasonal sports, adult seasonal sports, monthly fun-runs, and other youth programming.
- Participate in the development and implementation of District and Department goals, objectives, policies, and priorities; recommend and administer policies and procedures.
- Direct, coordinate, supervise and review the work plan for assigned recreation services and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures; meet with staff to resolve problems.
- Select, train, motivate, and evaluate recreation staff and volunteers; provide or coordinate staff trainings; work with employees to correct deficiencies; implement discipline and termination procedures.
- Participate in the development and administration of assigned programs budgets; forecast funds needed for staffing, equipment, materials, and supplies; oversee fiscal transactions related to department's programs and operations.
- Evaluate community needs and interests; ensure that facilities, programs, and activities are meeting the changing needs of the community; recommend new recreation programs to meet community needs.
- Serve as liaison with outside agencies to provide additional educational/recreational opportunities; oversee the contract compliance of varied organizations, entities, and customers.
- Monitor and schedule the use of recreation facilities by user groups; assists with or enforce established rules of facility use and participant conduct.
- Supervise and/or assist with the design, preparation, and distribution of recreation publicity including social media, brochures, pamphlets, flyers, and printed schedules.
- Maintain and review records related to program activities; prepare and submit reports, correspondence, and other written documents as necessary.
- Supervise collection and handling fees, and when necessary assist with deposits.
- Participate and work with local schools, surrounding communities to create a positive relationship between Grants Recreation Center and the community.
- Work closely with local, state, and federal programs to gain financial help for programs.
- Oversee and assist when needed in clerical duties of office; registering participants, taking payments, screens telephone calls, sorts and distributes mail, operates and maintains office equipment; filing and scanning and records management; oversees and orders office supplies as needed.
- Performs purchasing duties in accordance with City policies and procedures.
- Promotes positive relations with City staff and with the general public.

- Attends meetings as required.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS & OFFICIAL REQUIREMENTS:

- High School diploma, GED or equivalent required.
- Any combination of general college education and/or work experience equivalent to at least three (3) years in recreation and/or Physical Education; public contact or communications required, working knowledge of public service and/or experience in customer service.
- Must possess or be able to acquire a standard New Mexico driver's license, have and maintain a good driving record; must pass a pre-employment drug test and background check.
- Must be able to read and write in the English language.

KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of operational characteristics, services, and activities of recreation programs.
- Knowledge of procedures, methods, and techniques of recreational program development, implementation administration, and promotion.
- Knowledge of recreational, cultural, and social needs for the community; facility management operations and techniques.
- Knowledge of principles and techniques of organization, planning, management, marketing and development.
- Working knowledge of the use of computer systems and software in a business environment.
- Knowledge of marketing and development; management methods and risk management programs.
- Knowledge of the various recreation programs, registration procedures, and adherence to the policy manual.
- Knowledge of principles of budget preparation and control; supervision, training, and performance evaluation.
- Knowledge of office procedures, methods, and equipment including computers and applicable recreation-specific software applications and word processing, excel, spreadsheets, databases, and math skills.
- Knowledge of principles and procedures of record keeping and filing.
- Knowledge of federal, state, and local laws, codes, and regulations.
- Ability to develop and deliver comprehensive year-round, high-quality recreational programs for all ages.
- Ability to plan, schedule, direct, coordinate, and evaluate the work of subordinates.
- Ability to develop effective marketing strategies.
- Ability to plan, manage, and schedule recreational programs that meet the needs of the community.
- Ability to provide quality services in a cost-effective manner and recommend improved methods of performing the work.
- Ability to manage projects and multiple priorities effectively.
- Ability to safely perform the essential functions of the job.
- Ability to respond to requests and inquiries from the general public.
- Ability to locate and compile information data or facts from designated sources.
- Ability to compare data for accuracy and completeness, identify discrepancies or inaccuracies and make corrections.
- Ability to establish and maintain cooperative relationships with those contacted in the course of the work.
- Ability to work independently and prioritize workload.
- Ability to effectively communicate, able to listen for understanding and share information clearly and persuasively.
- Ability to work cooperatively with diverse groups, including City employees, other agencies, and members of the public.
- Ability to make decisions in a big picture context, exercise critical thinking and judgement, and apply the values and priorities of the Grants Recreation Department, to recognize and respond to issues of a sensitive and political nature.
- Ability to meet deadlines.
- Ability to multi-task and able to move forward on and track multiple priorities; take initiative and work independently, using good judgement about when to check-in to provide updates or seek additional direction.
- Ability to keep confidential matters confidential.

GENERAL CONDITIONS:

Residency: Employee must reside within reasonable commuting distance of the worksite.
Code of Conduct: Employee is accountable for being informed of and complying with the City's Code of Conduct.
Attitude: Employee is expected to exhibit a positive, constructive and cooperative attitude in the workplace and with the general public.
Initiative: Employee must exhibit high levels of personal initiative, mature self-direction and responsibility, and leadership are expected of the employee in this position.
Travel: Job performance is subject to moderate in-City vehicular travel and occasional external travel.
Limitations: Employee is responsible for informing the employer of any physical, mental or other factors which may substantially affect or limit ability to meet the demands of the position.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

PHYSICAL DEMANDS: The physical demands described here are a 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.
 Sufficient physical ability and mobility to work in an office and outdoor setting; to work outdoors in all types of weather and be able to withstand frequent exposure to hot, cold, wet, and/or humid conditions; to sit or stand for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; use of standard office equipment; to push, pull, lift, and/or carry objects up to 25lbs.; to make frequent decisions and maintain concentration with distractions and remain calm in emergency situations; frequent public and coworker contact; and to verbally communicate to exchange information.
Vision: See in the normal vision range with or without correction.
Hearing: Hear in the normal
EXAMPLES OF WORK EQUIPMENT: Computers, typewriters, copy machines, fax machines, printers, scanners, calculators, telephones, mail processing equipment, analog/digital audio, audio/video and photographic software and hardware duplication equipment, transcription machines, and automobiles, etc.
 The employee will have frequent contact with other employees in the assigned department, and may be required to interact with employees outside of the department, and must remain calm and professional in tense, emotionally charged, and stressful situations. The employee is constantly required to change tasks frequently and to perform tedious exacting work. The employee may face difficult and stressful situations, and may be required to work under time pressures to meet deadlines, to perform multiple tasks simultaneously, and to work closely with others as part of a team.
 The noise level in the work environment is usually moderate.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.

Nothing in this job description restricts ability to assign, reassign, or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the City's current assignment of essential functions. Those functions may change at any time as the needs of the City change or for other reasons deemed appropriate by the City.

CITY MANAGER'S SIGNATURE: *the following signature indicates that the City Manager has approved this position description as of the date of signature.*

City Manager

Date

EMPLOYEE'S SIGNATURE: *the following signature indicates that the employee has read and understood the terms of this position description as of the date of signature:*

Employee

Date