



Title: Recreation Supervisor II – Programs and Special Events

FLSA Status: Exempt

JOB PURPOSE:

The purpose of this position is to create, plan, staff, budget, execute, and review general, cultural & arts, and senior recreation programs, classes and special events. The position will also serve as the department's inclusion coordinator, which will lead all inclusion efforts for the department and participants to include planning, training, implementation and establishing best practices. Work is performed under the direction of the Deputy Director of Recreation Services, and indirectly to the Director of Parks, Recreation and Forestry. Direct subordinates may include Recreation Specialist, Recreation Program Supervisors and Leaders, Child Care Assistants, Day Camp Director, Senior Coordinator, contractors and volunteers.

ESSENTIAL FUNCTIONS

- Oversees, plans and executes general programs and special events for senior, youth and adults.
- Develops new programs and special events; program descriptions, oversees and evaluates contracted programs and personnel.
- Serves as inclusion coordinator for the department. Evaluate and implement ADA regulations and guidelines as they relate to programs, activities and special events; Ensure the inclusion of patrons and adapts activities to the needs of participants; Oversees development, implementation and evaluations of staff training and professional development in inclusion.
- Oversees Department Communications and Marketing. Performs marketing for the facility and associated programs. Creates flyers, posters, PR opportunities and social media posts to promote the Department.
- Builds, fosters and maintains relationships with partners and community-based organizations as a means to cultivate inclusion in programs and special events within the community.
- Assists with planning division activities, supervision of staff and the budget to achieve division and departmental goals.
- Assigns, trains, directs, and evaluates the work of programming staff; makes recommendation on employment, retention, promotion, demotions and other personnel actions.
- Certifies departmental staff in First Aid/AED/CPR.
- Acts as a managing supervisor; supervises part-time staff; answers phone calls and questions; interacts with patrons, problem-solving issues that arise.
- Monitors facilities and staff and serves as Manager on Duty (MOD) when needed.
- Assists in the supervision of recreation center, community center, pool and related staff.
- Ensures a safe environment for staff and patrons.



- Participates in the identification and formulation of the division's program goals and objectives and ensures the goals and objectives are met.
- Assists in the coordination and cooperation from a network of departments and agencies providing input to the various programs for a wide variety of the division.
- Assists in developing, and meeting annual objectives, goals and vision for the Recreation Division; recommends policies and procedures as necessary.
- Assists in the development and implementation and administers policies, programs, procedures, fees and schedules for recreational activities, services and facilities.
- Makes oral and written presentations on division activities and proposed programs to various community organizations and boards.
- Prepares and presents staff reports and other necessary correspondence. Assists in identifying staffing and resources needs of recreation division operations.
- Assists in coordinating and oversight of the management of agreements with numerous community organizations. Facilitates and resolves citizen complaints.
- Establishes and maintains effective working relationships with various divisions, departments, organizations, and the community.
- Coordinates with Parks Maintenance Division to identify and schedule maintenance needs for programs and special events held outdoors within a park or other City property etc.
- Coordinates with Recreation Supervisor II – Fitness, Health & Sports to identify and schedule facility and maintenance needs for programs and special events held at athletic facilities.
- Coordinates with Recreation Supervisor II - Facilities to identify and schedule facility and maintenance needs for programs and special events held at Centennial Commons, Heman Park Community Center, or the Heman Park Pool.
- May serve as liaison to the Senior Commission.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge

- Budgeting principles, practices and procedures
- Supervisory principles, practices and procedures
- Principles and practices of inclusion coordination and management
- Parks and recreation program planning and development
- Demonstrated knowledge of RecTrac and Microsoft Office.
- Computer operations and applications, including word processing and spreadsheets
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication, as well as complex mathematical operations
- General functions and operations of municipal government



Skills

- Apply supervisory techniques to practical situations
- Manage a section budget
- Develop bid specifications
- Effectively manage personnel, equipment and supplies to maximize departmental efficiency
- Determine work needed from visual inspections
- Express and implement ideas on technical subjects clearly and concisely
- Compile data, analyze information and draw conclusions
- Plan for future parks and recreation improvements and city facilities needs
- Establish and maintain effective working relationships with city officials, employees, and officials of other governmental bodies
- Meet and work with the general public
- Complete detailed work accurately
- Work effectively with a wide range of people
- Meet specified deadlines
- Prioritize daily workflow
- Work as a team member with other employees
- Communicate effectively with others, both oral and written
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Develop, implement and follow departmental and City policies and procedures
- Knowledgeable of current trends, resources, legislation, and funding sources
- Creative and proactive, yet politically sensitive
- Possess a strong customer service orientation
- Be a team player

Abilities

- Ability to educate decision makers; and advocate for the health, wellness, and enjoyment of the community.
- Ability to work extended hours, weekdays, weeknights, weekends, and/or holidays as needed.
- Ability to be flexible and hands-on, pitching in wherever needed.
- Demonstrated success in working with a diverse population while maintaining a focus on customer service and customer engagement.
- Ability to build and manage a cohesive, high performing team.
- Ability to collaborate with fellow employees and to troubleshoot issues.



- Ability to demonstrate excellent customer service skills and maintain composure in high pressure situations.
- Ability to read, write and speak English.

QUALIFICATIONS:

- A Bachelor's degree in Parks & Recreation Management or related degree, with three (3) years of directly related full-time recreation experience, with one (1) year at a supervisory level.
- Certified Parks and Recreation Professional (CPRP) or obtain within one (1) year of hire.
- A valid Driver's License and the ability to maintain insurability under the City's vehicle insurance policy.
- CPR and AED certifications within six (6) months of hire.
- First Aid/CPR/AED Instructor certification within six (6) months of hire.
- NRPA Aquatic Management Professional Certificate within one (1) year of hire.
- ServSafe certification desired or obtain within one (1) year of employment.
- ADA Coordinator Training (ACTCP) certificate desired.

OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts regularly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. regularly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. regularly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. regularly.

WORK ENVIRONMENT:

C Regularly Over 70%	F Frequently 41% to 70%	O Occasionally 16% to 40%	R Rarely Up to 15%	N Never 0%
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-Physical Demand-	-Frequency-
Sitting	O
Talking	C
Hearing	C
Feeling attributes of objects (e.g., determining size, shape, temperature, or texture by touching with fingertips)	R
Grasping	O



Pushing	O
Standing	F
Walking	F
Driving	R
Reaching with hands/arms	O
Stooping, kneeling, crouching, crawling	R
Climbing or balancing	R
Repetitive wrist, and or finger movement	O
Moving up and down from/to sitting position on the floor	R
Physical support and care of children (e.g. diapering, feeding, positioning, etc.)	F

ENVIRONMENTAL CONDITIONS:

C Regularly Over 70%	F Frequently 41% to 70%	O Occasionally 16% to 40%	R Rarely Up to 15%	N Never 0%
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-Environmental Condition-	-Frequency-
Work in confined spaces (crawl spaces, shafts, pipelines)	N
Wet, humid conditions (non-weather)	N
Varying, inclement outdoor weather conditions	O
Vibration	N
Work in hazardous traffic conditions (does not include regular traffic commute)	N
Extreme cold (non-weather; 1 hour)	N
Extreme heat (non-weather; >100 deg. F for > 1 hour)	R
Subject to oils (mechanical or food)	N
Required to wear a respirator	N
Fumes or airborne particles	N
Work near moving mechanical parts	N
Work in high, dangerous places	N
Risk of electrical shock	N
Potentially hazardous bodily fluids	R
Potentially hazardous or cancer-causing agents or chemicals	N

VISUAL ACTIVITIES:

-Activity-	-Usually Required-
Clarity of vision at 20 feet or more.	Yes
Clarity of vision at 20 inches or less.	Yes



Three-dimensional vision- ability to judge distance and space relationships.	Yes
Precise hand-eye coordination.	Yes
Ability to identify and distinguish colors.	No

NOISE EXPOSURE:

-Level-	-Indicator-
Very quiet	
Quiet	
Moderate noises (i.e., an office with conversations, photocopiers, and/or computer printers.)	X
Loud noise	
Very loud noise	

Description of loud or very loud noise:

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SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

City of University City, MO



Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.