



Parks and Recreation Department

Recreation Supervisor – Programs & Special Events

Agency: Fairway Parks & Recreation

Location: 5240 Belinder Road
Fairway, KS 66205

Contact: Brice Soeken, Director of Parks & Recreation
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Agency Description:

The City of Fairway is a “first-ring” suburb of the Kansas City Metropolitan Area. Serving nearly 4000 residents and as many visitors, the Parks & Recreation Department offers a variety of recreational opportunities. Beginning in 2005, the City of Fairway created a year-round Parks & Recreation department with the hiring of a full-time director. Since that time, Fairway Parks & Recreation has continuously increased the number of program offerings for residents and visitors alike. In 2015 the Fairway Pool underwent a 2.7 million dollar renovation making it one of the most popular summer spots in northern Johnson County, while still holding onto its neighborhood charm. More than 80 seasonal staff members currently assist the Director of Parks & Recreation and the Recreation Supervisor – Aquatics with swimming pool operations and recreational program administration. The Department, in 2016, assumed the management role of one of Kansas’s oldest historic sites, the Shawnee Indian Mission, which is located in Fairway. Most recently, in 2021, the Department added Kathryn Lyon Flora Park to its expanding facility lineup. For more information about the City of Fairway and the Parks & Recreation Department visit www.fairwaykansas.org or contact the Parks & Recreation Director.

Desired Applicant Summary:

As a Fairway Parks & Recreation full-time staff member, the new Recreation Supervisor – Programs & Special Events must be innovative! The ideal candidate will be personally driven to build on the existing programs and establish new ones. While swimming pool operations will be a significant part of the job responsibilities, aquatic and non-aquatic programs and events will be an important component of this position. Candidates must be energetic, detail-oriented and comfortable interacting with the public and elected officials on all matters.

FAIRWAY POOL
6136 MISSION ROAD
PHONE: 913-722-3161

FAIRWAY CITY HALL
5240 BELINDER ROAD
PHONE: 913-262-0350

SHAWNEE INDIAN MISSION
3403 W. 53RD STREET
PHONE: 913-262-0867

NEALE PETERSON PARK
6136 MISSION ROAD

WWW.FAIRWAYKANSAS.ORG

KATHRYN LYON FLORA PARK
6030 CHEROKEE DRIVE

CITY OF FAIRWAY JOB DESCRIPTION

TITLE: Recreation Supervisor - Programs & Special Events

DEPARTMENT: Parks & Recreation

FSLA STATUS: Exempt

WORK WEEK: 40, As Required

JOB SUMMARY:

This position assists in the planning, development, coordination, and execution of various department programs and activities. The Recreation Supervisor – Programs & Special Events, with guidance from the Director of Parks & Recreation and the Recreation Supervisor - Aquatics, oversees programming and special events throughout the year, including aquatic programs and special events during the summer pool season. This position assists with pre-season preparation, daily operation, and post-season closure of Fairway Pool. This position is responsible for the direct supervision of seasonal staff and contract instructors. The Recreation Supervisor – Programs & Special Events reports to the Director of Parks & Recreation.

DUTIES:

Work Schedule

- ◆ Base schedule for this position is Monday-Friday, regular office hours
- ◆ Frequently required to attend activities and events that occur in the morning, evening and on weekends and holidays as well as overnight seminars and conferences

General

- ◆ Provides regular reports and recommendations to the Director of Parks and Recreation with regards to all matters of the Parks and Recreation department
- ◆ Recruits, trains, supervises, and evaluates a capable seasonal staff in coordination with the Recreation Supervisor - Aquatics
- ◆ Develops and implements parks and recreation programs, special events and activities
- ◆ Assists the Director of Parks & Recreation and the Recreation Supervisor - Aquatics in resolving personnel issues
- ◆ Fulfills the goals and measurable objectives of the Parks and Recreation Department
- ◆ Fosters a safe environment for both departmental staff and the general public
- ◆ Follows the direction provided in the Parks and Recreation Mission Statement
- ◆ Exercises independent judgement and decision making
- ◆ Cooperates with other city departments and staff

Recreational Programming & Special Events

- ◆ Plans and directs the design, development, and implementation of a variety recreational programs and special events to meet the needs and demands of the citizens of Fairway, including aquatics, special interest classes, adult, and youth programs, etc.
- ◆ Continually evaluates recreational programs and special events ensuring maximum utilization by the community; outlines future objectives and goals

- ◆ Continues to improve upon existing program and special event offerings
- ◆ Purchases/Orders all necessary supplies and equipment for the execution of recreational programming and special events
- ◆ Schedule personnel, facilities, and equipment in accordance with program and special event requirements

Pool Operation

- ◆ Assists the Recreation Supervisor - Aquatics, the preparation of the pool for opening and closing each season (with respect to equipment, staff hiring and training, cash operations, concessions, repairs, water chemistry, filter operation, and supplies)
- ◆ Assists with operation of swimming pool on a day-to-day basis and enforces pool policies and regulations
- ◆ Responsible for overseeing the preparation of deposits for membership fees, concession revenues, gate fees, program fees and special event fees on a daily basis
- ◆ Responsible for checking emergency systems and coordinating emergency drills
- ◆ Assists with purchases/orders supplies for all aspects of the pool operation, including concessions, chemicals, cleaning supplies, uniforms, and capital purchases
- ◆ Assists with maintaining all aspects of pool facility in working condition, monitors and adjusts pool chemicals and clarity, repairs minor items in house and contacts public works to perform/contract major repairs
- ◆ Coordinates swim team schedules and practices

Parks

- ◆ Responds to and relays citizen ideas/complaints/needs as necessary to the Director of Parks & Recreation for consideration
- ◆ Responsible for day-to-day cleanliness and trash removal
- ◆ Maintains tennis court nets and cleans surface as needed

Supervision

- ◆ Exercises moderate personnel authority – staffing, discipline, performance reviews, etc. for all seasonal employees and volunteers, ensuring current and valid certifications when necessary
- ◆ Reviews time sheets/cards, evaluations, and all other reporting forms submitted by seasonal staff
- ◆ Monitors the swim team activities and coordinates facility use during the meets

Miscellaneous

- ◆ Wears proper attire at all times.
- ◆ Reports to work regularly and promptly
- ◆ Maintains a cordial relation with public and sets example in conduct for entire staff
- ◆ Performs other duties as assigned

Working Conditions

- ◆ Works both indoors and outdoors on a regular basis

- ◆ Occasionally exposed to various types of natural weather conditions, including extreme cold, extreme heat, dampness, humidity and dry weather
- ◆ Some aquatics work is performed in water with exposure to various pool chemicals.

REQUIREMENTS:

Skills and Abilities

- ◆ Ability to comprehend verbally, arithmetically and in writing; ability to express ideas verbally and in writing
- ◆ Aptitude for office procedure, cash management and mechanics
- ◆ Ability to work independently and as part of a team
- ◆ Ability to prioritize work and meet deadlines
- ◆ Ability to work with the public
- ◆ Ability to recognize and avoid safety hazards and is able to respond to emergencies effectively
- ◆ Ability to recognize and protect confidential information
- ◆ Ability to use basic computer software including: word process documents, enter basic data into database, and use spreadsheets to maintain numerical data

Physical

- ◆ Must have finger and manual dexterity, strength and physical stamina adequate to perform essential functions of the position
- ◆ Must have body flexibility including multi-limb coordination
- ◆ Must have adequate depth perception, visual acuity, visual stamina and auditory perception adequate to perform essential functions of the position
- ◆ Must be able to speak and write adequately to perform essential functions of the position
- ◆ Must have adequate environmental tolerance, including ability to tolerate high temperatures and confining workspaces

Mental

- ◆ Ability to understand department rules and regulations, City of Fairway rules and regulations and standard operating procedures and the ability to help formulate same
- ◆ Must be able to concentrate, memorize and reason logically
- ◆ Ability to respond to emergencies effectively, to changes effectively, and to directives effectively

Educational and Miscellaneous

- ◆ Must have an equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation administration, or a related field
- ◆ Experience in swimming pool operations, program and special event development and implementation preferred
- ◆ Certified Parks & Recreation Professional (CPRP) designation preferred

REMUNERATION

- ◆ Hiring Salary Range: \$40,000-\$50,000 DOQ
- ◆ Competitive Benefits Package

APPLICATION PROCESS

- ◆ Application deadline: November 1, 2021
- ◆ Applicants must submit a completed city application, resume and cover letter
- ◆ Interviews to begin the week of November 8th

Submit materials and questions to:

Brice Soeken
Director of Parks & Recreation
5240 Belinder Road
Fairway, KS 66205
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bsoeken@fairwaykansas.org

Approved by Fairway City Council on September 13, 2021