

LEE'S SUMMIT PARKS AND RECREATION

Job Description



Job Title: RECREATION SUPERVISOR
Division: Recreation
Department: Parks & Recreation
Supervisor: Harris Park CC Manager

Pay Grade: 11
FLSA Status: Exempt

Job Summary

The Recreation Supervisor, under the general direction and guidance of the Harris Park Community Center Manager, is responsible for planning, developing, organizing and coordinating instructional programs and Legacy Park Amphitheater events and programs. Assists with staffing of programs and activities, training and supervision of program staff and developing programs for a variety of interests.

Job Scope

Directly supervises volunteers, part-time employees, and contract professionals for recreation programs, classes, facilities and events as assigned. Recommends actions related to hiring, disciplinary actions, advancement, or other changes in employee status. Responsible, with direction and oversight, for the preparation, administration and monitoring of the assigned budget(s).

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 or related to the position.

Minimum Qualifications:

1. Bachelor's degree or equivalent in Parks and Recreation Administration or a related field required; at the discretion of the Department, directly related work experience may be substituted for education at the rate of three years of directly related work experience per one year of education.
2. Experience working in the field of Parks and Recreation or related field preferred.
3. Basic first aid, CPR and AED certification required within three (3) months of date of hire.
4. Certified Parks and Recreation Professional (CPRP) preferred.

Necessary Knowledge, Skills and Abilities:

1. Skills in organizing, planning and preparing materials and evaluating goals and objectives.
2. Skills in selecting, supervising, appraising, counseling and discharging personnel.
3. Knowledge of philosophy, methods and techniques for administering recreation and athletic facilities, and budgeting and accounting procedures.
4. Skills in using general office equipment including skills in Microsoft Office and Recreation software.
5. Ability to analyze community needs, problem solve and implement solutions, and relate to the needs of all age groups.
6. Ability to establish good working relationship with public, subordinates and supervisors. Ability to maintain self-control and composure and set a professional example for the staff and participants.
7. Ability to understand, analyze and implement ideas and concepts.
8. Ability to build seasonal quality staff within a short timeframe annually.

Physical Classification:

- Medium: Ability to exert up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to raise or lower an object from one level

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to another, transport an object, exert force upon an object so that it moves away from or toward the force, or otherwise move objects.

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.

The conditions the worker will be subject to in this position:

- The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
- The worker is subject to outside environmental conditions. No effective protection from the weather.
- The worker is subject to both environmental conditions. Activities occur both inside and outside.
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This position will be scheduled 40 hours a week working varied days/hours.

Compensation: \$35,555.13 annually. Application deadline- until filled

Apply on-line at <https://cityofls.net/parks/employment/parks-employment-application> or mail an application and/or resume to: Lee's Summit Parks and Recreation, 220 SE Green Street, Lee's Summit, Missouri 64063. EOE.