

Title: Recreation Supervisor I
PG: 40
Status: Civil Service
Position Reports to: Recreation Supervisor III
Department: Parks and Recreation

Class Code: 8055
Date: 09/08

GENERAL DESCRIPTION OF CLASS

Responsible recreation supervisory work in coordinating elements of the recreation program.

ESSENTIAL FUNCTIONS:

1. Administers a general program of recreation at an assigned recreation facility.
2. Prepares related publicity, news bulletins, and brochures.
3. Maintains statistical and fiscal records.
4. Prepares reports.
5. Supervises and pays instructors.
6. Schedules and coordinates classes.
7. Organizes and directs special events and programs.
8. Inspects recreation center, equipment, and supplies and recommends maintenance, repair, or replacement.
9. Supervises and evaluates performance of multiple employees.

ADDITIONAL RESPONSIBILITIES:

1. Assists with special events.
2. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Considerable knowledge of the methods and techniques of recreational planning, the philosophy and objectives of public recreation, and the psychology of special age groups.
2. Considerable knowledge of first aid methods and necessary safety precautions used in recreation work.
3. Knowledge of the rules and regulations governing various competitive athletic games such as softball, baseball, and basketball.
4. Knowledge of computer programs.
5. Ability to train and supervise subordinates in recreation work.
6. Ability to work with groups of all age levels in recreational activities and athletic contests.
7. Ability to maintain discipline and to solve disciplinary problems effectively.
8. Ability to arrange and coordinate schedules for classes.
9. Ability to maintain statistical and fiscal records, and prepare reports.
10. Ability to adhere to program standards and objectives outlined by superiors.
11. Knowledge of operation of various exercise equipment.
12. Ability to apply customer service skills and troubleshooting.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 50 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to blood borne pathogens, high temperatures outside activities-heat, significant environmental hazards, and bright/dim light.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

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QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Completion of two (2) years of college.
2. One (1) year of recreation experience.
3. A combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level one (1) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's class D license (6) six months upon being hired.
2. Must maintain a valid home telephone number.
3. Must maintain First Aid and CPR certification.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.