

# Recreation Supervisor

---

Position Code: 2120

WC Code: 9102

FLSA Status: Non-Exempt

Pay Grade: 349 (\$35,964 - \$56,245)

Location: Recreation

Approval Date: 2010

## **General Statement of Duties**

This position is responsible for coordinating and supervising recreation activities.

## **Duties and Responsibilities**

Plans, organizes, and coordinates recreation programs for various age groups.

Assists in the coordination of athletic programs; ensures that facilities are clean, safe, and ready for scheduled events.

Advertises recreation programs, including dates, times, and employment opportunities.

Hires, trains, schedules and supervises personnel; assists personnel with daily operations, planning, and implementation of recreational/leisure activities and programs for all ages at assigned recreation centers.

Maintains supply inventory for all programs.

Pursues grant opportunities.

Works with Neighborhood Associations in the implementation of plans.

Oversees marketing and public relations for department programs, activities, and facilities.

Supervises Town wide special events as required.

Performs other duties as requested.

## **Recruitment and Selection Guidelines**

## **Knowledge, Skills and Abilities**

Knowledge of the principles and practices of municipal recreation programming.

Knowledge of departmental and safety rules and regulations.

Knowledge of departmental and city policies and procedures.

Knowledge of the grant acquisition and management principles and guidelines.

Knowledge of management and supervisory principals and practices.

Skill in the supervision of personnel.

Skill in the organization of recreational activities and programs.

Skill in the operation of computers and computer software and other standard office equipment.

Skill in planning, organization, and decision making.

Skill in oral and written communication.

## **Physical Requirements**

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pulling, pushing, lifting, grasping, talking and hearing.

Must be able to perform light work exerting up to 20 pounds of force occasionally; and/or 10 pounds of force frequently; and/or a negligible amount of force to move objects constantly.

Must possess the visual acuity to prepare and analyze data, extensive reading, visual inspections and using measuring devices.

## **Minimum Education and Experience**

Bachelors Degree in recreation administration from an accredited college or university and two to four years of directly related experience; or an equivalent combination of education and experience.

## **Special Requirements**

Possession of a valid driver's license issued by the State of North Carolina.