

## City of DeWitt

### JOB DESCRIPTION

#### RECREATION SUPERVISOR

##### **Position Purpose:**

Under the general supervision of the Director of Parks & Recreation this position develops, administers, supervises, and promotes a variety of quality parks, recreation programs, activities, and special events for youth, families and adults.

##### **Essential Functions:**

*(The essential functions or duties listed below 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 for the position if the work is similar, related or a logical assignment to the positions.)*

- As a member of the Parks & Recreation Department team, develops, implements and evaluates various parks, recreation programs, activities, and special events as assigned by the Director of Parks and Recreation.
- Supervises Parks and Recreation programs including the promotion and registration of participants, procurement of equipment, reserving of facilities and scheduling
- Trains and hires staff as needed
- Maintains records and prepares reports as required.
- Assists with budget preparation and is responsible for administration of portions of the budget as assigned.
- Requisitions supplies, materials and contracted services in compliance with City procedures.
- Performs other duties as assigned to achieve the Parks & Recreation Department objectives.

##### **Recommended Minimum Qualifications:**

###### Education, Training & Experience:

High school degree required, Bachelor's degree in Recreation, Parks, Leisure Services (or direct equivalent degree) strongly preferred. Experience working with the public in a municipal recreation setting. Experience as a supervisor. Valid driver's license.

###### Special Requirements:

Certified Pool Operator preferred. CPR and First Aid certified.

###### Knowledge, Ability, & Skill:

###### *Knowledge:*

Knowledge of modern office procedures and administration. Knowledge of best practices of leisure services and leisure programming. Knowledge of modern management in municipal government.

###### *Ability:*

- Ability to organize and collaborate with others, communicate effectively, and to establish and maintain working relationship with City employees, residents, participants, and customers. Ability to operate

modern phone system and operate modern personal computer, ability to prioritize and multi-task with many interruptions and time constraints. Ability to work independently as well as on a team. Ability to prioritize tasks, complete work assignments accurately, on time and within budgetary limits. Ability to develop and maintain effective working relationships with staff, other City department personnel, volunteer groups, and the general public.

*Skill:*

Excellent customer service and organization skills, effective writing and oral communication skills. Skill in operating personal computer with Microsoft Office applications and other recreation management software. Skill in leading groups of employees and volunteers.

**Job Environment**

Primarily inside office work performed under controlled conditions, but with occasional humidity, poor ventilation and noise. Interacts with City Departments, and general public. Has access to sensitive and confidential information. Operates computer, calculator, copier, telephone and other standard office equipment. Consistent outdoor work is required, including walking on uneven grass surfaces, exposure to dust and dirt, and subjection to different weather conditions.

**Physical Requirements:**

*(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)*

Requires ability to converse, using verbal and listening skills, with citizen customers and staff. Outside work involving standing and walking. Occasional climbing, stooping, reaching, and handling activities. Requires clarity of vision 20' or more and 20" or less, as well as eye/hand coordination, manual/finger dexterity and motor coordination. Requires the ability to operate keyboard or calculator at efficient speed. Requires clerical, forms, numerical, and verbal perception. Minimal physical strength requirements involving the moving, lifting, pushing, carrying and pulling of objects weighing up to 50 pounds. Minimal stamina and balance required to walk on uneven grass surfaces.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change)*

Created: 3.06.18

Approved by City Council: \_\_\_\_\_

Acknowledged by Employee: \_\_\_\_\_