

CITY OF PULLMAN, WASHINGTON

CLASS SPECIFICATION

RECREATION SUPERVISOR

2317

GENERAL PURPOSE:

Plans, organizes, implements, and supervises a variety of recreational youth and adult programs and recreation classes.

CLASSIFICATION SUMMARY:

The primary function of an employee in this class is recreation program planning, supervision and leadership work for youth and adult recreational programs. The Recreation Supervisor manages a staff of recreation program coordinators, instructors, temporary and occasional workers and volunteers involved with recreation programs. The nature of the job requires strong leadership abilities, as well as public relations skills to work effectively with participants, parents, media, employees and the general public. The position also requires numerous weekend and evening work hours to monitor recreation programs. The Recreation Supervisor reports to the Superintendent of Recreation who reviews work by on-site visits, monthly staff meetings and informal discussions.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plans and supervises youth sports programs, summer camps, and community enrichment; determines program needs based on previous statistics and community needs; determines program dates, locations, and fees; reserves facility and determines equipment needed; selects awards; evaluates programs based on feedback from participants, surveys and on-site class visits; works with other agencies and special interest groups in developing new programs and coordinating existing programs by telephone correspondence or meetings; adjusts program schedules as needed.

Manages public relations for all programs; develops program publicity, brochures, flyers and news releases; registers people for activities; answers phone and provides information to the public.

Interviews, hires, supervises, trains, and evaluates the work of recreation leaders/instructors and volunteers; provides orientation to new leaders/instructors and volunteers; approves time sheets; arranges for replacements or serves as substitute as needed.

Plans and coordinates special events such as Halloween carnival, Egg Hunt, Lentil festival, weekend ski trips, etc.; recruits volunteers and others to assist in classes, programs and special events.

Initiates purchase orders for equipment and supplies within budget amounts; inventories and repairs equipment; manages budgets.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

OTHER JOB FUNCTIONS:

Performs other tasks as assigned.

SELECTION FACTORS:

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- The philosophy, principles, and practices of public recreation;
- The principles and methods of planning and organizing recreational programs;
- The methods, techniques, materials, equipment, and safety precautions used in planning and operating recreational programs;
- Individual and group behavior;
- Public relations, marketing and customer service techniques.

Ability to:

- Plan, develop, organize, and evaluate recreational programs;
- Select, assign, train, and supervise the work of employees engaged in various recreational programs;
- Coordinate various aspects of a recreational program, schedule events, promote participation, and estimate equipment needs;
- Express ideas effectively, both orally and in writing;
- Establish and maintain effective working relationships with superiors, subordinates, and the general public;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Work varied hours including early mornings, evenings and weekends;
- Physically perform the essential functions of the job;
- Obtain and maintain a valid driver's license and safe driving record.

MINIMUM QUALIFICATIONS:

(Persons applying for a position of this class should have any combination of the following experience and training.)

Two years of recreation leader or related experience in a public or private recreation program involving the supervising, managing, implementing, planning and scheduling of activities; or substituting successful completion of college level course work in recreation, physical education, or a related field for the experience; or any equivalent combination of experience and training. Certification as Parks and Recreation Professional is desired.

TOOLS AND EQUIPMENT USED:

Personal computer, telephone, fax machine, calculator, copy machine.

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.)

Work is performed primarily in an office environment while sitting at a desk for extended periods of time. However, some travel to a variety of locations to perform work and/or attend meetings is required. Physical exertion may be required to lift office supplies, and move equipment.

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, related or a logical assignment to the position.

The 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.

FLSA Classification: Exempt

Adopted: 9/82

Revised: 9/91, 4/94, 6/99, 12/01, 05/07