

RECREATION SUPERVISOR

Position Code: 2120

WC Code: 9102

FLSA Status: Non-Exempt

Pay Grade: 353

Location: Recreation

Approval Date: 2023

General Statement of Duties

This position is responsible for coordinating and supervising recreation programs and managing a recreation facility and staff.

Duties and Responsibilities

Provide oversight of day-to-day operations for programs, services, facility rentals, and other recreation center uses.

Develop, implement, supervise, and evaluate preschool, youth, teen, adult, and senior programs, including but not limited to out-of-school programs, summer camps, workshops, and clinics.

Ensure a safe, clean, and inviting facility through regular inspections, maintenance, and reporting.

Hire, train, schedule, and supervise staff, contract instructors, and volunteers.

Oversee facility budget, monitor expenditures, and prepare annual budget requests.

Prepare, review, and maintain a variety of monthly and annual reports.

Work closely with other Recreation Division staff to help grow the Division's programs and service delivery.

Serve on various committees and pursue partnerships, collaborations, and grant opportunities.

Implement and enforce policies and rules, ensuring a safe, fun environment for patrons and staff.

Assist as needed with securing and maintaining Department accreditations.

Perform 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

While performing the duties of this job, the employee is frequently involved in some combination of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, and hearing. Hand and finger dexterity is required to operate equipment. This position involves heavy work requiring the employee to exert up to 100 pounds of force occasionally; and/or up to 50 pounds of force frequently; and/or up to 20 pounds of force constantly to move objects. Lifts and carries heavy equipment and/or materials (up to 50 pounds) to perform assignments.

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

Minimum Education and Experience

Bachelor's degree in Recreation Administration or a related field 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. CPR/First Aid certification within six months of hire.