

City of
EDMONDS
Washington

RECREATION SUPERVISOR

Department:	Parks, Recreation & Cultural Services	Pay Grade:	NR-10
Bargaining Unit:	Non-Represented	FLSA Status:	Exempt
Revised Date:	December 2016	Reports To:	Deputy Director of Parks, Recreation & Cultural Services

POSITION PURPOSE: Under general direction, develops, schedules and implements a comprehensive recreation program including: supervision of aquatics, athletics, camps, gymnastics, preschool and fitness activities for the City and surrounding service areas; manages the recreation facilities; prepares and administers grants; manages staff including training and evaluation; monitors assigned budgets and revenue.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Supervises, coordinates, and reviews the work of assigned staff, assigns work activities and coordinates schedules, projects, and programs.
- Provides constructive feedback; reviews and evaluates work and makes effective suggestions and recommendations.
- Supervises, coaches, trains and motivates staff, and coordinates and/or provides staff training.
- Supervises the employment and hiring process and employee relations for assigned area.
- Supervises the workflow and prioritization of assigned projects and takes appropriate corrective action when necessary.
- Provides advice and counsel to staff, develops or assists with developmental work plans for staff; makes recommendations and/or implements corrective actions, discipline and termination procedures as appropriate/necessary or as directed.
- Plans and develops recreational programs, classes and activities and special events such as: adult leagues, special interest classes, camps, seasonal pool activities/programs, kid/adult art classes and fitness classes.
- Evaluates programs and classes through participant evaluations and enrollment statistics.
- Researches and recruits new contracted instructors for classes, researches recreation trends and ideas for new classes/camps/activities.
- Prepares and maintains a variety of records and reports related to assigned programs and activities,
- Coordinates programs, staff, instructors, schedules facility use, and oversees facility set-up for classes and events.
- Monitors registration for upcoming classes and cancels classes with insufficient registration.
- Prepares and develops assigned budgets including making recommendations to the annual budget
- Develops and coordinates statistical analysis reports, including program attendance, revenue and expenses.

JOB DESCRIPTION

Recreation Supervisor

- Assists with monitoring expenditures and identifies needs, reviews and approves reports, purchases, and payments according to established policies and practices and makes recommendations and forecasts for future funds needed for staffing, equipment, materials, and supplies.
- Develops schedules, implements and supervises a comprehensive recreation program.
- Works collaboratively with other agencies on program development and implementation.
- Supervises and oversees staff program development and implementation and fee structures for programs and instructors.
- Markets programs including recreation guide, advertising and press releases.
- Applies for and administers grants and solicits sponsorships for special events. researches grant opportunities; prepares grants and assist in administering awarded grants.
- Prepares and distributes promotional materials; updates and maintains the City's Parks, Recreation & Cultural Services department website.
- Assists in managing the Frances Anderson Center, Meadowdale Clubhouse and Yost Pool facilities determining facility needs.
- Identifies and reports vandalism and safety and health hazards; purchases supplies, equipment and materials.
- Assists in managing the Frances Anderson Center tenant contracts and works with tenants regarding space needs, researches and determines rental fees; coordinates work with facility maintenance and parks maintenance.
- Investigates and responds to complaints and questions regarding facilities, programs, instructors and staff.
- Receives and approves scholarship applications; discusses accommodations for special needs programming and facility.
- Assists in assessment of risk management; meets with various vendors and procures required supplies and equipment.
- Investigates inquiries, trouble calls, citizen complaints, resolves problems and/or refers them to the appropriate individual(s) for resolution. Assists in identifying and resolving safety hazards. Ensures safety and risk management requirements are followed for employee and customer safety.
- Assists the Director and Deputy Director in the development and implementation of department goals, objectives, work plans and long-range plans; establishes division goals, objectives and priorities and assists with department project presentations.
- Provides input and assistance with development and updating to the City's Capital Improvement Program for facilities and equipment and the Parks, Recreation and Open Space Plans and updating of the City's Comprehensive Plan as it pertains to parks planning.
- Performs work within scope of authority and training and in compliance with policies and quality standards while monitoring assigned operations and ensuring compliance with Federal, State and local regulations and policies.
- Implements policies and procedures and ensures the consistent application of rules and regulations.
- Serves as staff on a variety of boards, commissions, and committees and prepares and presents staff reports and other necessary correspondence,
- Attends, presents, promotes recreation and park program opportunities to City staff, service organizations, school groups and private businesses.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to areas of assignment; incorporates new developments as appropriate and assigned.

Required Knowledge of:

- Operational characteristics, services and activities related to recreational services and programs including business and industry principles and practices related to work assigned.
- City and Community Center recreation programs, activities and operations.
- Principles, practices and techniques of developing and implementing a comprehensive recreation program.

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- Recreational needs of diverse community groups and programs in order to meet these needs.
- Up to date marketing principles and practices.
- Effective strategies for community fundraising and donations.
- Structure, organization and inter-relationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.
- Federal, state and local laws, rules, and regulations related to assigned activities and programs.
- Effective oral and written communication principles and practices to include public relations and public speaking.
- Program/project management techniques and principles.
- Grant writing techniques and principles.
- Research methods and report preparation and presentation.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.
- Principles and practices of governmental budget preparation and administration.
- Supervisory and training principles, best management practices, methods and techniques.

Required Skill in:

- Developing, scheduling and implementing a comprehensive recreation program.
- Planning, developing and administering an annual division, operating budget and assisting with long-range capital improvement programs.
- Developing and implementing a variety of recreation programs and services that meet community needs.
- Administering contracts for services.
- Preparing, submitting, administering and monitoring grant proposals.
- Analyzing situations accurately and adopting an effective course of action.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve and explain them.
- Applying program/project management techniques and principles.
- Preparing and maintaining accurate records and reports.
- Planning and preparing various promotional materials.
- Developing and monitoring program/project operating budgets, costs and schedules.
- Communicating effectively verbally and in writing.
- Working independently.
- Supervising, leading, coaching and using best management practices to improve staff performance; delegating tasks and workload assignments.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Recreation and Leisure Management, Business Administration or related field and four years of experience in recreation and leisure management, recreation and leisure program development or similar related programs and services, preferably within a municipal or public sector environment, that includes two years

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of staff/contractor/seasonal supervisory and budgetary responsibility for a major division or program; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Valid State of Washington Driver's License.

Must be able to successfully complete and pass background check.

WORKING CONDITIONS:

Environment:

- Office environment.
- Constant interruptions.
- Driving a vehicle to conduct work.

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Seeing to read materials, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Reading and understanding a variety of materials
- Operating a computer keyboard or other office equipment.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Bending at the waist, kneeling, crouching, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise moving or transporting up to 40 lbs.

Hazards:

- Contact with angry and/or dissatisfied customers.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____